

	Triton Valves Limited Mercara Road, Belavadi Mysuru - 570 018	Prevention of Sexual Harassment Policy at Workplace	Version : 08
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Preamble:

The Triton Group (“**Company**”) is committed to create and maintain a safe, healthy, non-discriminatory, working environment wherein everyone is treated and every Employee treated one another with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status and position. TRITON GROUP will not tolerate wrong conduct, harassing, coercive, or disruptive behavior of its workforce that enables its’ Employees to work without fear of prejudice, gender bias and Sexual Harassment. The Company has zero tolerance for Sexual Harassment and believes that every Employee of the organization has the right to be treated with dignity. This Prevention of Sexual Harassment Policy (“**Policy**”) has been framed with the intention of preventing Sexual Harassment (*defined hereinbelow*) at the Workplace (*defined hereinbelow*), that includes prohibition and redressal of Sexual Harassment should it occur.

1. Objective:

- To create a mechanism for prevention, prohibition and redressal of Sexual Harassment so that the Employees can work with dignity and equality in a safe environment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
- To deploy prompt preventive measures, investigation procedures and disciplinary actions.
- To establish an Internal Complaints Committee (“**ICC**”) and publicize the ICC team contact details accessible to facilitate the direct submission of written complaints.
- To prioritize investigation of every complaint and expedite action as per company policy, based on the submitted investigation report.
- To initiate disciplinary proceedings and take necessary action against any Employee who tries to intimidate or retaliates the complainant or anyone among the affected party.

2. Scope/Applicability:

This Policy is applicable to all Employees of “TRITON GROUP”, its’ clients, suppliers, vendors and business associates etc. if, against them such complaint / written complaint is received from Triton Group’s Employees.

3. Definitions:

- “**Act**” means Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

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Signature		
Designation	Asst Manager – HR & Admin	Managing Director
Date	09.04.2025	09.04.2025

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- b. **“Aggrieved Employee”** means an Employee of any age, in relation to the Workplace, whether employed or not, who alleges to have been subject to any act of Sexual Harassment by the respondent.
- c. **“Complaint”** is meant to construed, defined, understood & interpreted as a formal allegation of Harassment submitted in writing or otherwise by the Aggrieved Employee to the Internal Complaint Committee.
- d. **“Conciliation”** a process to resolve conflict/complaint by the Internal Complaints Committee on the specific request of the Aggrieved Employee in the manner provided under the Act.
- e. **“Employee”** means a person employed at a Workplace for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied & includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- f. **“Internal Complaints Committee/ICC”** means a committee constituted by the Company as per this Policy.
- g. **“Member”** means a Member of the ICC.
- h. **“Presiding Officer”** means the Presiding Officer of the ICC nominated by the Company.
- i. **“Respondent”** means a person against whom the Aggrieved Employee has made a complaint in respect of Sexual Harassment at workplace.
- j. **“Rules”** shall mean the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Rules, 2013.
- k. **“Workplace”** includes all offices, factories, sites, hotels, resorts, transportation etc. where Triton Group’s business is/was conducted, as well as locations visited by the Employees during the course of their employment.

4. **Sexual harassment:** **“Sexual Harassment”** refers to a verbal/physical act or behavior of sexual nature, performed during the course of interaction within the Workplace (whether carried out in the Workplace or elsewhere and irrespective of whether during or outside of office hours) by a boss, manager, colleague, Employee, that is unwelcome to the person receiving it.

a) The verbal/physical acts or behavior of a sexual nature includes, but is not limited to:

- Physical contact and advances or a demand for sexual favors
- Making sexually colored remarks or showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature
- Humiliating treatment likely to affect the Employee’s health and safety

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- Unwelcome sexual advances, requests or demand sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity
- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance.
- eve teasing, innuendos and taunts, physical confinement against one's will & likely to intrude upon one's privacy.
- act or conduct by a person in authority which creates the environment at Workplace hostile or intimidating to a person belonging to the other sex.
- any unwelcome gesture by an Employee having sexual overtones.

The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior of Sexual Harassment may amount to sexual harassment:

- Implied or explicit promise of preferential or detrimental treatment in the employment.
- Implied or explicit threat about the present or future employment status.
- Interference with the work or creating an intimidating or offensive or hostile work environment.
- Humiliating treatment is likely to affect health or safety.

An alleged act of Sexual Harassment committed during or outside of office hours falls under the purview of this Policy provided that such an act takes place within the Workplace.

5. Examples of Sexual Harassment:

Given below is an indicative list of instances that may amount to Sexual Harassment, if any of the following occurs, or is present in relation to or is connected with any act or behavior of Sexual Harassment, including, but not limited to the following:

a) **Verbal**

- Demand or request for sexual favors
- Comments about a person's sex or private life
- Sexually colored remarks
- Playing sexually suggestive music in the workplace

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- Implied or explicit promise of preferential treatment in employment
- Implied or explicit threat of detrimental treatment in employment
- Implied or explicit threat about present or future employment status
- Interference with work or creating an intimidating or offensive or hostile work environment.
- Humiliating treatment likely to affect health or safety of the Aggrieved Employee

b) Graphic/ Written

- Unsolicited forwarding of pornographic pictures through email, MMS, or other form of social media
- Display of sexually suggestive objects, pictures, magazines, posters, or cartoons in the work area
- Written / email / SMS communication that has sexual implications.
- Graphic or inappropriate art / lettering on clothes

c) Physical

- Offensive gestures
- Touching in a sexual manner
- Assault or coerced sexual acts

d) Emotional

- Behavior that isolates or is discriminatory towards or excludes an Employee on the grounds of their gender or sexual orientation.

Demanding sexual favors in return for, or with a promise of favorable performance appraisals, promotions, sustained employment, and provision of employment.

6. Who Can File a Complaint?

Any Employee who believes that they have been subjected to Sexual Harassment in the course of his/her professional connection with the Company has the right to and is encouraged to file a Complaint with the ICC Committee.

Where the Aggrieved Employee is unable to make a complaint on account of their physical incapacity, a complaint may be filed by - their relative or friend.

- their co-worker.
- an officer of the National Commission for Women or State Commission for Women.

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c. any person who has knowledge of the incident, with the written consent of Aggrieved Employee.

Where the Aggrieved Employee is unable to make a Complaint on account of any mental incapacity, a Complaint may be filed by:

- their relative or friend.
- A special educator.
- A qualified psychiatrist or psychologist.
- The guardian or authority under whose care the Aggrieved Employee is receiving treatment or care.
- Any person who has knowledge of the incident jointly with his/her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care the Aggrieved Employee is receiving treatment or care.

If the Aggrieved Employee is unable to file a Complaint for any other reason, the Complaint can be filed by any person who has knowledge of the incident, with the Employee's written consent. If the Complaint cannot be made in writing, the Presiding Officer or any Member of the ICC will render all reasonable assistance to the Employee to make a written Complaint.

In the event of demise of the Aggrieved Employee, a Complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

7. Responsibility & Authority:

Responsibility & authority for applying this policy rests with the Managing Director, CEO, COO, Head of Human Resources & the Board of Directors of the Company.

8. Obligations:

a) Employees:

- All Employees are expected to act professionally and respectfully.
- Any Aggrieved Employee may make, in writing, a complaint of Sexual Harassment at Workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- Employees may take help or guidance from Seniors Manager/leaders of the Company.

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d) **Non-Retaliation:** The Company will not accept, support, or tolerate retaliation in any form against any Employee who, acting in good faith, reports suspected harassment, asks questions or raises concerns. Any person who engages in such retaliation, directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action. Retaliation will be treated as a major misconduct and anyone suspecting or experiencing retaliation should report the same to the ICC or to the HR department. All Complainants shall be treated without fear of embarrassment, reprisal or intimidation etc.

b) Aggrieved Employee, Respondents and Witnesses:

- e) Aggrieved Employee, respondents and witnesses should provide detailed incident information as required “**Complaint Process**”.
- f) Aggrieved Employee should fully co-operate in the investigation process & should provide factual details only to the ICC and the investigation team.
- g) Aggrieved Employee should thoroughly review and sign to confirm that their statements taken by the investigation team are correct.
- h) Aggrieved Employee will be informed of the outcome of investigation and will get a copy of the final report.

9. Internal Complaints Committee:

INTERNAL COMPLAINTS COMMITTEE						
Internal Committee Members						
Sl.No	Name	Designation	Department	Category	Contact Number	Email ID
1	Ms. Kalpana R	Deputy Manager	R&D	Presiding Officer	9980029498	Kalpana.r@tritonvalves.com
2	Ms. Pramodhini M P	Deputy Manager	QAD	Member	9916100270	pramodhini.mp@tritonvalves.com
3	Ms. Bhagya S	Executive	Purchase	Member	9916140362	bhagya.s@tritonvalves.com
4	Ms. Shipula M S	Sr. Executive	HR & Admin	Member	9886782365	shipula.ms@tritonvalves.com
5	M. Sahana G	Sr. Executive	Finance	Member	9632646571	sahana.g@tritonvalves.com
6	Ms. Roopa	Jr. Executive	QAD	Member	9606739041	qatubeless@tritonvalves.com
7	Mr. Praveen K S	Asst General Manager	HR & Admin	Member	9591444114	praveen.ks@tritonvalves.com
8	Mr.Yashavanthakumara K M	Deputy Manager	HR & Admin	Member	9964093265	yashavantha@tritonfuturetech.com
9	Mr. Shivashankar L	Technician	Production	Member	9740400600	sup1@tritonvalves.com
External Committee Members						
10	Ms. Anuradha Nandakumar	Registered Rehabilitator - Rehabilitation Council of India, Ministry of Social Justice & Empowerment		External Member	9448054272	namanacreation@gmail.com

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10. Conciliation:

1. Any investigation into a complaint and its redressal that is carried out by the ICC shall be endeavoured to be completed within a period of ninety days from the date of the receipt of the Complaint. Further, the procedure for addressing the Complaint has been detailed in this Policy.
2. Conciliation prior to Inquiry: -
 - (a) After a Complaint of Sexual Harassment is lodged, the Aggrieved Employee may request the ICC to resolve the matter between the parties through conciliation, before the commencement of the inquiry.
 - (b) Any settlement brought about by such conciliation must be mutually acceptable to both the Aggrieved Employee and Respondent. Monetary settlement cannot be the basis for such conciliation.
 - (c) Where any settlement between the Aggrieved Employee and Respondent is reached through conciliation process, the ICC will record the settlement and send the same to management of the Company for taking action as recommended by them. A copy of the record will be furnished to the Aggrieved Employee and the Respondent. Thereafter, no further inquiry will be initiated into the Complaint.
 - (d) Where no mutually agreeable settlement can be reached during the conciliation process, the Internal Committee will proceed to conduct the inquiry as prescribed below.
 - (e) The Aggrieved Employee may report to the Internal Committee that any term or condition of the settlement through conciliation has not been complied with by the Respondent. In such a situation, the Internal Committee will inquire into such complaint or may forward the complaint to the local police authorities.
3. Where no conciliation process has been requested by the Aggrieved Employee, the ICC shall, within a period of two weeks of receipt of the Complaint or the conclusion of the conciliation process, proceed to conduct an inquiry into the allegation of Sexual Harassment. Depending upon the gravity of a Complaint, the ICC may forward it to the local police.
4. At the commencement of the inquiry, the Committee shall explain to both the Complainant and Respondent, the procedure which will be followed in the inquiry.

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5. Upon receipt of the Complaint by the ICC, the ICC will promptly, within two working days, issue a formal response to the Complainant, confirming that the matter is currently undergoing thorough examination and review.
6. The Committee will share a copy of the Complaint with the Respondent within seven days of its receipt.
7. The Respondent must submit a statement of defence within two working days. This must be accompanied by the Respondent's own list of documents, evidence and names and addresses of witnesses.
8. The ICC shall document the following:
 - A statement of the accusations of misconduct or misbehavior in support of each article of charge.
 - A statement of all relevant facts including any admission or confession made by the Respondent.
9. The ICC will inquire into the matter which must be completed within 90 days. The inquiry will be carried out based on the Principles of Natural Justice i.e. the ICC will ensure that fair hearing is offered to concerned parties and a fair decision is arrived at objectively.
10. The Complainant and Respondent may give in writing to the ICC the questions he/ she wishes to pose to the person / witness/ Complainant/ Respondent. Sufficient opportunities shall be given to examine all witnesses notified by both parties.
11. All parties involved in the process are at liberty to place on record any objections or observations and the ICC will ensure that reasonable opportunity is extended to the Complainant and Respondent for putting forward and defending their case.
12. Both, the Respondent and the Complainant will be furnished with a copy of the findings of the inquiry proceedings at the end of each proceeding.
13. The Complainant and the Respondent are not permitted to be represented by a legal practitioner. Both the Complainant and the Respondent will have the right to be represented in any proceedings by any person of their choice, except a legal practitioner, in any inquiry.

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14. The ICC may consider requests from the Complainant or Respondent on the language for conduct of inquiry (such as English, Hindi or other local language) as per its preference.
15. The venue of the inquiry should, as far as practicable, be as per the convenience of the Complainant. The ICC will make the final decision regarding the venue.
16. In conducting the inquiry, at least three members of the Committee, including the Presiding Officer, shall be present.
17. Ex parte Hearing: In the event that, either the Complainant or Respondent fails to appear without sufficient cause for three consecutive hearings convened by the ICC, the Committee will then have the right to terminate the proceedings or to give an *ex parte* decision on the Complaint after giving the absenting party fifteen days' notice before passing such order.

11. Actions by the ICC:

If the Complainant makes a request, in writing, the ICC may recommend to management of the Company any of the following measures:

- Transferring the Aggrieved Employee or the Respondent to any other workplace.
- Granting leave to the Aggrieved Employee, subject to a maximum of three months.
- Restraining the Respondent from reporting on the work performance of the Aggrieved Employee or writing her confidential report and assigning the same to another manager.

The management of the Company will act upon the recommendation and will send a report of implementation to the ICC.

12. Completion of the Inquiry and Possible Recommendations:

1. The ICC will prepare an 'Investigation Report' which will be submitted within 10 days of closure of the investigation.
2. If the ICC arrives at the conclusion that the allegation against the Respondent has not been proved, it will recommend that no action needs to be taken.
3. Where the Committee arrives at the conclusion that the allegation against the Respondent has been proved, it may make any of the following recommendations after taking into consideration the severity, frequency, and pervasiveness of the act:
 - i. To demand a written apology, give a warning, reprimand, or censure from the Respondent.

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- ii. To demand that the Respondent undergoes counselling sessions or takes part in any community service.
 - iii. To make appropriate deductions from the salary or wages of the Respondent, to be paid to the Aggrieved Employee. If this is not possible due to his being absent from duty or cessation of employment, the Respondent will be made to pay such sum to the Aggrieved Employee. If the Respondent still fails to pay this sum, the Committee will then forward the order to the concerned District Officer for recovery of the sum as an arrear of land revenue.
 - iv. To withhold promotion, pay raise, increments of the Respondent.
 - v. To terminate the services of the Respondent.
4. The management of the Company will act upon the recommendation within sixty days of receipt of the order.

13. False and Malicious Complaints and Fake Evidence

This Policy is a powerful tool that must never, under any circumstances, be misused. To this end, if the ICC opines that-

- (a) the Complainant has lodged a malicious Complaint; or
- (b) has made the Complaint knowing it to be false; or
- (c) that any document has been forged/ was misleading or that any witness has given false evidence.

It can direct management of the Company to take suitable action. This can only be done following an inquiry into such allegation of malicious intent. Mere inability to prove a Complaint or provide adequate proof will not attract action against the Complainant under this section. In case of any doubt before raising the Complaint, the Aggrieved Employee has the choice to seek the advice of the ICC.

14. Appeal:

An Aggrieved Employee who is dissatisfied with a recommendation, its execution, or the absence of such implementation, has the option to file an appeal with the appellate authority. This appeal must be submitted within ninety days of receiving the recommendations. Presently, in Karnataka, the Appellate Authority is the Additional Labour Commissioner.

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15. **Confidentiality:**

At all stages of the procedures, informal and formal, and from the first discussions when the potential allegations of Sexual Harassment are discussed, all Parties to the discussions are required to be aware of the sensitivity of the matters under discussions, the potential impact on individual lives and careers, and to exercise extreme caution in the disclosure of the information and to maintain the confidentiality of the Complainant and the person responsible for the behavior.

Notwithstanding the Right to Information Act, 2005, the contents of the Complaint, the identity and address of the Complainant, Respondent and witnesses, any information relating to the inquiry, discussions- both formal and informal, recommendations by the Committee and action taken by the employer will not be published through media, press etc.

If any person who deals with the Complaint/ inquiry etc. contravenes this provision of law he/ she will be charged a sum of Rs. 5,000/- by the ICC.

- Provide assistance to the Aggrieved Employee if he/she chooses to file a Complaint in relation to the offence under the Indian Penal Code or any other law, or cause to initiate action, under the Indian Penal Code or any other law against the perpetrator, or if the Aggrieved Employee so desires, where the perpetrator is not an Employee, in the Workplace at which the incident of Sexual Harassment took place.
- Monitor the timely submission of report by the Internal Committee.

16. **Awareness:**

- All the Employees, agents, customers, vendors, partners & visitors shall have access to this Policy at any given point of time & clarification related to this Policy shall be addressed by the HR team.
- A brief shall be given to all existing Employees regarding the features of this Policy immediately on formulation of the Policy & to new Employees in the Company during their initial Induction.
- The Company shall comply with all other details as set out under Section 19 of the Act to ensure that all Employees are provided with the safe working environment at the workplace.
- Company shall display the notice showing the name of the Internal Complaints Committee members at its every establishment at a conspicuous place.

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17. Monitoring:

The Internal Complaints Committee will monitor results in achieving the policy objective and statement.

18. Hotline mail Access to ICC members:

If an Employee chooses to write to the ICC members on any harassment issue, they must write to the Mail ID given or they must report the issue directly to any member of the ICC or HR Team. If not, the Employee is advised to speak to someone in the organization whom they trust who will report the matter to the ICC.

19. Amendment

The Company may amend or rescind any clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding should be intimated to the Employees.

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Annexure A : Complaint Form

Personal Details	
Name of the Employee	
Employee ID	
Department/ Unit	
Email ID	
Contact Number	
Incident Details	
Describe specific incident(s) that caused you to file Sexual Harassment complaint? Please describe relevant information including persons involved, times, dates, places, witnesses, if applicable:	
Date(s) when alleged incident(s) first occurred	
Are there any witnesses to these incidents? If yes, please share names	
Did you attempt to resolve the complaint by contacting the individual(s) against whom the complaint is directed?	
If yes, please describe the steps that were taken to try to resolve the complaint, & the results of those steps. Include persons involved, times, places, & witnesses.	
Declaration: I declare that the facts set forth in this complaint are true & accurate. This investigation may involve review of confidential documents & interviews with relevant persons, including all other witnesses.	
Signature:	Date:

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ANNEXURE C: REPORTING REQUIREMENTS

Reporting Requirements:

1. Committee's Annual Report:

The ICC will file an annual report with the management of the Company containing the following details-

- Number of Complaints of Sexual Harassment received in the year.
- Number of Complaints disposed during the year.
- Number of cases pending for more than ninety days.
- Number of workshops/ awareness programs carried out.
- Nature of action taken by the Company.

2. Company's Annual Report:

The Company will, in its annual report, add the following information relating to POSH cases:

No. of Cases filed: ____ nos.

No. of Cases disposed of: ____ nos.

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