

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

At Celegence, we are committed to maintaining a workplace where dignity, respect, and equality are upheld for all. We follow a strict zero-tolerance policy towards sexual harassment, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

1. OBJECTIVE

To ensure a safe, secure, and respectful working environment by preventing, prohibiting, and addressing incidents of sexual harassment in the workplace.

2. SCOPE

This policy applies to all Celegence employees in India, including full-time, part-time, contract staff, interns, and remote workers, across all company locations and work-related events.

3. WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment includes, but is not limited to:

- Unwelcome verbal, physical, or visual conduct of a sexual nature
- Offensive remarks, sexual advances, or inappropriate messages
- Any quid pro quo involving workplace benefits in exchange for sexual favours
- Creating a hostile or intimidating work environment

4. WORKPLACE DEFINITION

Includes physical offices, virtual platforms, transportation provided by the company, and all work-related events such as meetings, conferences, trainings, or business travel.

5. COMPLAINT & REDRESSAL

- Employees can file a written complaint within 3 months of the incident.
- Complaints are investigated by a legally mandated Internal Committee (IC) comprising internal and external members.

- The IC aims to resolve complaints within 90 days, ensuring confidentiality and fairness.
- Disciplinary actions may include written warnings, counselling, suspension, termination, or other corrective measures.

6. FALSE COMPLAINTS

Malicious or false complaints are subject to strict disciplinary action, ensuring fairness and accountability for all parties.

7. CONFIDENTIALITY

All complaints and proceedings are handled with utmost confidentiality. Disclosure of any case-related information may lead to disciplinary consequences.

8. AWARENESS & TRAINING

All employees undergo mandatory PoSH training and are expected to read and acknowledge the policy. Regular workshops are conducted to reinforce awareness.

9. REPORTING

To raise a concern or file a complaint, employees can reach out confidentially to the Internal Committee or HR team at: hr@celegence.com.