

## Anti-Sexual Harassment Policy

### 1. PURPOSE:

The purpose of this Policy is to prohibit, prevent or deter the commission of acts of sexual harassment at the workplace, including any work-related context, conferences, work functions, social events, or business trips and to provide the procedure for the redressal of the complaints about sexual harassment and to comply the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under being The Sexual Harassment of Women at Workplace.

### 2. SCOPE:

This Policy applies to all the employees, workers and trainees (whether in the factory/office premises or outside while on assignment) of Balark.

### 3. RESPONSIBILITY:

It is the obligation and responsibility of every Manager, Supervisor and employee to ensure that the workplace is free from sexual harassment.

### 4. DEFINITION:

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

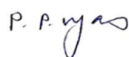
- staring or leering
- unnecessary familiarities, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behavior-based on mutual attraction, friendship and respect is not sexual harassment.

### 5. POLICY:

Balark is an equal employment opportunity company committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias, and sexual harassment. Balark also believes that all employees of Balark have the right to be treated with dignity. Sexual harassment at the workplace or other than work if involving employees is a grave offence and is, therefore, punishable and will result in disciplinary action, up to and including termination of employment. Balark strongly encourages any employee who feels that they have been sexually harassed to take immediate action by reporting and following the relevant procedure.

1st April 2025



Paresh Vyas  
Director