



# DroneWorks Engineering Solutions Private Limited

## Policy on Prohibition of Sexual Harassment at the Workplace

At DroneWorks Engineering Solutions Private Limited, we are committed to fostering a work environment where all employees are treated with dignity, respect, and equality in a safe and respectful work environment for all employees. Sexual harassment in any form is strictly prohibited and will not be tolerated. This policy is established in accordance with the Vishakha Guidelines to ensure the prevention of sexual harassment and the protection of employees' rights and dignity.

### Definition of Sexual Harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any other behaviour that creates an intimidating, hostile, or offensive work environment. It can occur between individuals of the opposite or same sex and may involve supervisors, colleagues, clients, or third parties.

### Responsibilities:

**Management:** The management of DroneWorks Engineering Solutions Private Limited is responsible for fostering a work culture that promotes respect, equality, and professionalism. Management is also responsible for ensuring that all employees are aware of their rights and obligations under this policy.

**Human Resources:** The Human Resources department is responsible for receiving, investigating, and resolving complaints of sexual harassment in a timely and confidential manner. HR will provide support to victims and ensure that appropriate disciplinary action is taken against perpetrators.

**Employees:** All employees are expected to conduct themselves in a manner that upholds the principles of respect and dignity in the workplace. Employees must refrain from engaging in any form of behaviour that may be construed as sexual harassment.

### Reporting Procedure:

Employees who experience or witness sexual harassment are encouraged to report the incident to their immediate supervisor, the Human Resources department, or any other designated individual. Reports will be treated with confidentiality, sensitivity, and without fear of retaliation.

**Investigation and Resolution:**

Upon receiving a complaint of sexual harassment, DroneWorks Engineering Solutions Private Limited will conduct a prompt and impartial investigation. The investigation will involve gathering relevant information, interviewing parties involved, and taking appropriate remedial action based on the findings.

**Consequences of Violation:**

Any employee found to have engaged in sexual harassment shall be terminated from employment immediately without any fear and favour. Additionally, legal action may be pursued in accordance with applicable laws and regulations.

This policy was last updated on 27<sup>th</sup> Jan 2024.