



Ganesha Overseas Pvt. Ltd

PREVENTION OF SEXUAL HARRASSMENT (POSH) POLICY January 25th, 2023

Preamble:

The Government of Nepal has recently enacted the Sexual Harassment at Workplace (Prevention) Act, 2014 (2071) and Ganesha Overseas Pvt. Ltd. is committed to providing a safe and respectful work environment. This policy aims to prevent, address, and resolve sexual harassment, ensuring all employees can work free from harassment.

1. Objective and Scope:

The POSH policy is designed to prevent sexual harassment in the workplace, provide a structured process for addressing complaints, and support affected individuals. It applies universally to all employees, including permanent, temporary, and contractual staff, within an organization.

2. Definition of Sexual Harassment:

Sexual harassment is considered to have occurred if anyone commits the following acts, using their position, power, or authority, at their workplace:

- (a) To touch or attempt to touch any organ of the body with sexual intent,
- (b) To use or display word, picture, newspaper, audio, visual, other information technology, medium, object or material related to obscene and sexual activity,
- (c) To display or express obscene and sexual intent by writing, speaking or gesticulating, (d) To make an offer for sexual activity,
- (e) To tease or annoy with sexual intent

3. Reporting and Investigation

If anyone commits any form of sexual harassment to any employee or customer in the workplace, the victim employee, customer, or anyone, as the case may be, may file a written or oral complain on their behalf to the manager against such a person, within fifteen days.

The POSH Committee or the Manager will handle complaints confidentially and conduct prompt investigations. Based on the investigation, appropriate actions will be taken, including potential disciplinary measures.

4. Training and Awareness

All employees will receive mandatory training on the POSH policy, including information on recognizing, preventing, and reporting sexual harassment. Training will be conducted annually and as part of the onboarding process for new employees.

5. Support for Victims

Victims of sexual harassment will have access to counseling and support services. Ganesha Overseas Pvt. Ltd., will provide information on available resources and support systems.

6. Legal Compliances

This policy is designed to comply with Nepalese laws and regulations concerning sexual harassment and gender equality.

Ganesh Overseas Pvt. Ltd. will regularly review and update the policy to ensure compliance with legal requirements.

7. POSH Committee

Ganesh Overseas Pvt. Ltd has decided the committee to resolve all Sexual Harassment cases, the name of internal committee members as under;

- i. Sudhir Sharma
- ii. Pankaj Baboo Katiyar
- iii. Nirmala Chaudhary
- iv. Annu Chaudhary

A handwritten signature in black ink, appearing to read 'Sudhir'.

Authorized Signatory