



TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnankulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaiyar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

SEXUAL HARRASMENT POLICY

Policy Statement:

Tenco Hire Purchase and Leasing Co. Pvt.Ltd.is committed to providing a safe and respectful work environment for all employees, where harassment of any form, including sexual harassment, is strictly prohibited. This policy outlines the company's commitment to preventing and addressing sexual harassment in the workplace.

Scope:

This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as interns, volunteers, clients, customers, and any other individuals who interact with Tenco Hire Purchase and Leasing Co. Pvt. Ltd. personnel within the scope of their employment or business interactions.

1.Policy Guidelines:

Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome conduct or advances of a sexual nature, including but not limited to:

- Verbal harassment, such as comments, jokes, or innuendos of a sexual nature.
- Non-verbal harassment, such as inappropriate gestures or displays of explicit materials.
- Physical harassment, including unwanted physical contact or advances.
- Visual harassment, such as displaying sexually suggestive images or materials.
- Cyber harassment, including sending inappropriate emails, texts, or messages.
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2. Prohibition of Sexual Harassment:

Sexual harassment is strictly prohibited at Tenco Hire Purchase and Leasing Co. Pvt. Ltd.whether committed by employees, clients, customers, or any other individuals associated with the company.

3. Reporting Procedure:

Employees who experience or witness sexual harassment are encouraged to report it immediately to their supervisor, manager, HR department, or any designated person within the organization. Reports can be made verbally or in writing. The company will ensure confidentiality to the extent permitted by law.

4. Investigation Process:

Upon receiving a complaint, Tenco Hire Purchase and Leasing Co. Pvt. Ltd.will conduct a prompt, thorough, and impartial investigation. Investigations will be carried out in accordance with applicable laws and regulations.



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5. Consequences of Violation:

Anyone found to have engaged in sexual harassment will be subject to appropriate disciplinary action, up to and including termination of employment or business relationship, in accordance with company policies and applicable laws.

6. Retaliation Prohibition:

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. strictly prohibits retaliation against any individual who reports sexual harassment or participates in an investigation. Retaliation will be treated as a separate violation.

7. Awareness and Training:

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. will provide training and awareness programs on preventing sexual harassment, both during onboarding and periodically thereafter.

8. Confidentiality:

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. is committed to maintaining confidentiality to the extent permitted by law during the investigation process and throughout the resolution of complaints.

9. Compliance with Laws:

This policy complies with all relevant local, state, and national laws and regulations concerning sexual harassment.

10. Review and Revision:

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. will periodically review and update this policy as needed to ensure its effectiveness and compliance with legal requirements.