

FERMENTA BIOTECH LIMITED

CODE FOR REDRESSAL OF GRIEVANCES WITH

REGARD TO SEXUAL HARASSMENT

Amended on	Vide
October 17, 2019	With effect from October 17, 2019, name of the Company has been changed from DIL Limited to Fermenta Biotech Limited. Reprinted with new name after October 17, 2019.
February 09, 2026 (latest)	Board meeting held on February 09, 2026



FERMENTA BIOTECH LIMITED

CODE FOR REDRESSAL OF GRIEVANCES WITH REGARD TO SEXUAL HARASSMENT

A. REVISED CODE FOR REDRESSAL OF GRIEVANCES WITH REGARD TO SEXUAL HARASSMENT (REVISED CODE / POLICY):

- I. **Definitions:** The capitalized terms used herein but not defined herein shall have the meanings assigned thereto in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (including any amendment or re-amendment thereof) ['Act'] read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 notified on December 09, 2013 [as may be amended from time to time] ['Rules'].

B. DUTIES OF THE EMPLOYER

- i. Provide a safe working environment at the Workplace which shall include safety of the Aggrieved Woman coming into contact at the Workplace;
- ii. Display at any conspicuous place at the Workplace the penal consequences of Sexual Harassment and the order constituting the Internal Committee under the Act;
- iii. Organize workshops and awareness programmes at regular intervals for sensitizing Employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Committee;
- iv. Treat Sexual harassment as misconduct under the service rules and initiate action for the same misconduct.

C. RIGHTS OF EMPLOYEE AGAINST HARASSMENT

- i. Every Aggrieved Woman shall have the right to work in an environment free from any form of Sexual Harassment;
- ii. Every Aggrieved Woman shall have the right to approach the Internal Committee and/or the Human Resource department to address her grievance(s) during the course of the employment with the Company;
- iii. Any kind of Sexual Harassment by any Employee will amount to misconduct in employment as per the employment agreement governing the employment with the Company, in addition to the offences under the law;
- iv. Every Employee shall take all necessary and reasonable steps/ care to prevent and ensure that no woman Employee employed under his/her department is subject to any kind of Sexual Harassment during the course of employment with the Company.



D. CONSTITUTION OF COMMITTEE AND ITS REDRESSAL MECHANISM:

- i. The Management of the Company shall constitute the Internal Committee for each Unit of the Company, as required under the Act. The Presiding Officer of the Committee shall be nominated by the Management and the Internal Committee from time to time;
- ii. Unless otherwise specified by the Act, the quorum for the Internal Committee meeting shall be presence of atleast three members [with presence of one woman Presiding Officer]. In case the Presiding Officer of the Internal Committee is not present, the Committee members shall appoint any woman member present to act as the Presiding Officer for that meeting;
- iii. The functioning of the Internal Committee shall be governed by the provisions of the Act, and the Rules made there under;
- iv. Any Aggrieved Woman shall make, in writing, a complaint of Sexual Harassment at workplace to the Internal Committee, within a period of 3 (three) months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. Where such complaint cannot be made in writing for justifiable reasons, the complaint may be made orally to the Internal Committee and/or Head - Human Resource (HR) Department by discussing the entire matter. Such complaint shall be reduced to writing by the HR Department without a delay, read over to the concerned Aggrieved Woman and signed by the Aggrieved Woman and endorsed by the HR Department. All complaints received from an Aggrieved Woman shall be referred to the Internal Committee;
- v. The Internal Committee shall have the right to consult any person, body or entity in matters relating to the redressal of grievances and other matters related and incidental thereto;
- vi. As per the provisions of the Act read with Rules, any complaint received by the Internal Committee shall be addressed and concluded;
- vii. Any person aggrieved from the recommendations made by the Internal Committee may prefer an appeal to the court of tribunal in accordance with the rules of service within Ninety days of the recommendation.

E. STRICT CONFIDENTIALITY

- i. Subject to the provisions of the Act, the contents of the complaint made under section 9 of the Act, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner;



- ii. In case, any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the Act contravenes the provisions of strict confidentiality as stated above, disciplinary action will be taken against such an individual.

F. FINDING AND REPORTING OF THE COMMITTEE:

- i. The Internal Committee should report its finding to the management within four (4) months from the date of receipt of intimation of such misconduct;
- ii. A copy of the Internal Committee's report should be handed over to the Management and the complainant through HR;
- iii. The finding and reporting of the Internal Committee shall be treated as the final report.


G. REVIEW OF POLICY:

The Board of Directors may from time to time, amend any provision(s) or substitute any of the provision(s) or substitute any of the provision(s) with the new provision(s) or replace the policy entirely with the new policy, subject to the provisions of the applicable law.

H. MISCELLANEOUS:

In case of any conflict between the provisions of this Policy and the Act / Rules / or any other applicable law, the provision of such other applicable law, the provisions of such Act / Rules / applicable law shall prevail.

FOR FERMENTA BIOTECH LIMITED


PRADEEP CHANDAN
CHAIRMAN

