



DEK & MAVERICKS

**POLICY ON PREVENTION, PROHIBITION AND
REDRESSAL OF SEXUAL HARRASMENT AT
WORKPLACE (POSH)
OF
DEK AND MAVERICKS GREEN ENERGY LIMITED**

*(Formerly known as “DEK and Mavericks Green Energy Private Limited” and
“DEK and Mavericks Infratech Private Limited”)*

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INDEX

Sr. No.	Topics	Page No.
1.	Introduction	2
2.	Applicability	2
3.	Definitions	2
4.	Prohibition & Prevention of Sexual Harassment	3
5.	Internal Committee	3
6.	Complaint	5
7.	Conciliation	6
8.	Process of Inquiry	6
9.	False or malicious complaints	7
10.	Confidentiality	7
11.	Protection	8
12.	Appeal	8
13.	Review & Amendments	8
14.	Introduction	8
Annexure-I: Complaint Form		9

1. Introduction:

DEK & Mavericks Green Energy Limited is committed to create and maintain a work environment where dignity of employees and privacy is of utmost importance and is respected. It aims at providing a workplace that enables employees to work without fear of prejudice, gender bias and sexual harassment. To achieve this, all employees should conduct themselves in a professional manner and refrain from committing any act of sexual harassment.

The policy has been formulated in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“the Act”) and rules made there under. This Policy is gender neutral and intends to promote a safe working environment for all where there is zero tolerance for any form of sexual harassment.

2. Applicability:

This Policy is adopted by the Board on 1st June, 2024 and applicable to all DEK & Mavericks Green Energy Limited offices, premises and zonal offices, other offices and site locations by whatever name called, where there are 10 or more employees.

3. Definitions:

- a. **“Complainant”** means a person who files a complaint of sexual harassment at workplace to Internal Committee against another person.
- b. **“Employee”** means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- c. **“Employer”** means any person responsible for the management, supervision and control of the workplace. Management includes the person or board or committee responsible for formulation, implementation and administration of policies.
- d. **“Internal Committee”** means a committee constituted by the Company as per this Policy.
- e. **“Presiding Officer”** means the Presiding Officer of the Internal Committee who shall be a woman employed at a senior level at Workplace from amongst the employees.
- f. **“Respondent”** means a person against whom the complaint has been filed.
- g. **“Sexual Harassment”** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: -
 - i. physical contact and advances; or
 - ii. a demand or request for sexual favours; or
 - iii. making sexually coloured remarks; or
 - iv. showing pornography; or
 - v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

1. implied or explicit promise of preferential treatment in employment; or
2. implied or explicit threat of detrimental treatment in employment; or

3. implied or explicit threat about present or future employment status; or
4. interference with work or creating an intimidating or offensive or hostile work environment;
or
5. humiliating treatment likely to affect health or safety.

h. **“Workplace”** means all offices or other premises including safety parks where the business of the Company is conducted and includes the places hired for any special events/ functions organized by the Company and any place visited by the employee arising out of or during the course of employment including transportation provided by the Employer for undertaking such journey.

Any other term not defined herein shall have the same meaning as defined in the Act or any other applicable law.

4. Prohibition and Prevention of Sexual Harassment:

No employee and / or any person visiting the DEK & Mavericks workplace shall be subjected to sexual harassment.

DEK & Mavericks shall take all appropriate steps to prevent sexual harassment which shall include:

1. Display of penal consequences of sexual harassment at a conspicuous place;
2. Organize workshops and awareness programmes at regular intervals for sensitizing the employees;
3. Dissemination of this Policy.

5. Internal Committee:

a. An Internal Committee (hereinafter called as ‘the Committee’) has been constituted by the Board of Directors of the Company to consider and redress complaints of Sexual Harassment under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter called as ‘Act’) and as per the provision(s) of any other enactment, if any, for the time being in force in India and as per the Rules there in as per the notification issued by Ministry of Women and Child Development dated 9th December, 2013 (hereinafter called as ‘Rule’).

Such Committee will be implemented by Human Resource Department of the Company as per the provisions stated under the above-mentioned Act with Rule thereunder as mentioned above.

The constitution of the Internal Committee as a follow:

Sr. No.	Name of the Member	Designation as per Company Roll	Designation as per ICC
1.	Ms. Dipika Modi	Company Secretary & Compliance Officer	Presiding Officer
2.	Ms. Kinjal Rathod	Manager HR	Member
3.	Mr. Shaival Tiwari	General Manager – HR & Administration	Member
4.	Mr. Wali Khan	Sr. Vice President-Projects	Member
5.	Ms. Seema Chauhan	External Member	External Member

b. A Quorum of three members is required to be present for the proceedings to be conducted in the Committee.

- c. If in the Committee the member representing the category of the defendant is junior in the hierarchy of the Company to the defendant, then, for that particular enquiry that member shall be substituted on the Committee by another person, senior in rank to the defendant.
- d. Person who is a complainant, witness or defendant in the complaint of sexual harassment cannot Participate as a member of a committee.
- e. Any Committee member charged with sexual harassment in a written complaint must step down as a member during the enquiry into that complaint.
- f. In the Committee, not less than one half of the number of members shall be women.
- g. Changes in the Members of the Committee, whenever necessary, shall be made as expeditiously as possible by the Board.
- h. Where the Chairperson or any member of the Committee:
 - i. contravenes any provision of the Act read with Rule stated therein; or
 - ii. has been convicted for an offence or an inquired into an offence under any law for the time being in force is pending against him; or
 - iii. has been found guilty in any disciplinary proceedings or disciplinary proceeding is pending against him; or
 - iv. has so abused his position as to render his continuance in office prejudicial to the public interest,

as the case may be, shall be removed from such Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of the Act.

6. Compliant:

- a. A Complainant may file a complaint as per the format attached in Annexure-I to this Policy in writing, at posh@dmgel.in or deliver by hand in Six Copy to any member of the IC member, if he or she believes to be subjected to sexual harassment. Such complaint shall be filed within a period of 3 months from the date of incident and in case of a series of incidents, within a period of 3 months from the date of last incident.

If a complaint is not in writing, all reasonable assistance shall be provided by the IC members to the Complainant.

The time limit of 3 months may be extended by another 3 months, with reasons to be recorded in writing, if the IC is satisfied that the circumstances were such which prevented the Complainant to file a complaint.

- b. If the Complainant is unable to make a complaint on account of physical incapacity, a complaint may be filed by-
 - i. his or her legal heir; or
 - ii. his or her relative or friend; or
 - iii. his or her co-worker; or
 - iv. an officer of the National Commission for Women or State Women's Commission; or
 - v. any person who has knowledge of the incident, with the written consent of the aggrieved person.

If the Complainant is unable to make a complaint on account of mental incapacity, a complaint may be filed by-

- i. his or her legal heir; or
- ii. his or her relative or friend; or
- iii. a special educator; or
- iv. the guardian or authority under whose care he or she is receiving treatment or care;
- v. any person who has knowledge of the incident jointly with his or her relative or friend or a special educator or qualified psychiatrist or psychologist or guardian or authority under whose care he or she is receiving treatment or care.

If the Complainant, for any other reason, is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with his or her written consent.

If the aggrieved person is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of his or her legal heir.

- c. The complaint shall be filed with all the supporting documents along with the names and addresses of the witnesses.
- d. If the complaint does not fall under the purview of 'sexual harassment', it may be taken up as per the Company's Code of Conduct.
- e. On receipt of the complaint, the IC shall share a copy of the Complaint with the Respondent within 7 working days.
- f. The Respondent shall file his or her reply, along with the list of documents and names and addresses of witnesses, within 10 working days from the date of receipt of documents.

7. Conciliation:

Before initiating an inquiry and at the request of the Complainant, the IC may take steps to settle the matter through conciliation. However, no monetary settlement shall be made as a basis of conciliation.

Where a settlement is arrived at, the IC shall record it and take the action as per the settlement and no further inquiry shall be conducted. Further, the copies of such settlement shall be provided to the Complainant and Respondent.

If the Complainant informs the IC that any term or condition of the settlement has not been complied with by the Respondent, the IC shall proceed to conduct an inquiry or forward the same to the police.

8. Inquiry:

- a. The IC shall conduct an inquiry into the complaint, if the Respondent is an employee, as per the Company service rules.
- b. Both the Complainant and Respondent shall be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the IC. The IC shall conduct the inquiry in accordance with the principles of natural justice.
- c. In conducting the inquiry, minimum 3 members of the IC including the Presiding Officer shall be present.
- d. The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the IC.

- e. The IC shall have the right to terminate the inquiry proceedings or give an *ex-parte* decision, if the Complainant or Respondent fails, without sufficient cause, to present themselves for 3 consecutive hearings convened by the Presiding Officer.

However, such termination or *ex-parte* order may not be passed without giving a notice, in writing, 15 days in advance to the party concerned.

- f. During the pendency of an inquiry and on a written request by the Complainant, the IC may provide such relief as it may deem appropriate and in line with other applicable statutory laws.
- g. The inquiry shall be completed within a period of 90 days. On completion of an inquiry, the IC shall provide a report of its findings to the Employer/Company within a period of 10 days from the date of the completion of the inquiry and such report be made available to the concerned parties.
- h. Where the IC arrives at a conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Employer/Company that no action is required to be taken in the matter.

Where the IC arrives at a conclusion that the allegation against the Respondent has been proved, it shall recommend to the Employer/ Company to take action for sexual harassment as a misconduct as per the **DEK & Mavericks Green Energy Limited** service rules and / or deduct appropriate amount from salary or wages of the Respondent in accordance with the provisions of the Act. Where such deduction is not possible, the Respondent may be directed to pay such sum to the Complainant. In case the Respondent fails to pay such sum, the IC may forward the order for recovery of the sum as an arrear of land revenue. The other actions that may be taken include a written apology, warning, reprim and or censure, with holding of promotion, with holding of pay rise or increments, withholding of grant of stock options, terminating the respondent from service or undergoing a counseling session or carrying out community service.

The Employer/Company shall act upon the recommendation within 60 days of the receipt of the recommendation.

The IC shall have the same powers as a revested in the Civil Court under the Code of Civil Procedure, 1908, while conducting an inquiry.

9. False or malicious complaints:

If the decision of IC arrives at a conclusion that:

- i. the allegation against the respondent is malicious; or
- ii. the Complainant has made the complaint knowing it to be false; or
- iii. the Complainant has produced any forged or misleading document; it may take appropriate action against the Complainant.

However, a mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant. A malicious intent on part of the Complainant shall be established after an inquiry and before any action is recommended.

Where the IC arrives at a conclusion that, during the inquiry, any witness has given false evidence or produced any forged or misleading document, it may also take appropriate action against the witness as may be prescribed under the Act.

10. Confidentiality:

The contents of the complaint, the identity and addresses of the Complainant, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the IC and the action taken by the Employer / Company shall not be published, communicated or made known to the public, press and media in any manner.

However, disclosures as per applicable laws may be made by the Company and/or as required by any authority of law or under any legal or judicial proceedings. Any person who contravenes this provision shall be liable for a penalty as may be prescribed under the rules.

11. Protection:

DEK & Mavericks Green Energy Limited shall ensure that the parties to the complaint and their respective witnesses are not victimized and are protected against any form of retaliation. In case of any victimization, suitable disciplinary action shall be taken against the perpetrator.

12. Appeal:

Any person aggrieved from the recommendations made, may prefer an appeal to the Court or Tribunal. This appeal shall be preferred within a period of 90 days from the date of the recommendations.

13. Review and Amendments:

This Policy may be reviewed by the Board of Directors as and when required.

In the event of any conflict between the provisions of this Policy and the Act or any other statutory enactments, or rules, the provisions of such Act or statutory enactments or rules shall prevail over this Policy.

Any subsequent amendment / modification in the Act and/or other applicable laws in this regard shall automatically apply to this Policy.

Approved by	Initial Date of Approval	Last amended Date
Board of Directors	June 01, 2024	March 02, 2026

ANNEXURE-I

Complaint Form

[Pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & Policy on Prevention of Sexual Harassment at Workplace of the Company]

Particulars	Details
Name of the alleged offender(s)/ harasser(s) including designation and contact number	
Date(s) and location(s) of the alleged incident(s) of harassment	
A detailed description of the incident(s) in question as well as other relevant circumstances	
Name of witness(s) including designation and contact number	
Details of physical and/or documentary proof if any that supports the allegation; including other potential complainants, if any	

Signature : _____

Name : _____

Contact No. and E-Mail ID : _____

Employee ID (if any) : _____

Designation and Department : _____

Date : _____

Place : _____

(Please sign and return this form within 3 Months from the date of occurrence of incident to any member of the Internal Complaints Committee/ Complaint Redressal Committee.)