

SEXUAL HARASSMENT POLICY

OBJECTIVE: To ensure a safe, non-hostile, and gender-neutral work environment where employees, especially women, can work without fear of sexual harassment.

PHILOSOPHY

Orbis adheres to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and follows the Hon'ble Supreme Court's guidelines in Vishaka & Others v/s State of Rajasthan. The company does not tolerate sexual harassment from any employee, director, customer, supplier, or any other business associate.

The Company is an equal employment opportunity provider and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias, and sexual harassment. The Company believes in providing a non-hostile safe working environment to all its employees especially to its female employees having the right to be treated with dignity.

Sexual harassment policy is a statement by Orbis, stating that the Company will not tolerate or allow any sexual harassment by any employee, director, customer, supplier, or any other person that the employee of the organization deals with the course of work or business of the Company.

Constitution of Internal Complaints Committee

The Company has constituted a Committee namely "Internal Complaints Committee" (ICC) duly approved by the Board of Directors. Please refer to Annexure 3 for the current composition of the ICC.

Complaint & Inquiry

- Any employee who feels and is being sexually harassed, directly or indirectly, may submit a complaint of the alleged incident to any member of the Internal Complaint Committee in writing within 3 months from the date of occurrence of such incident.
- The Internal Committee shall take steps to settle the matter through conciliation provided that no monetary settlement shall be made as a basis of conciliation.

The broad guidelines/procedure for the Redressal of complaint/s are applicable as provided in The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013.

Composition of Internal Complaint Committee (Annexure 3)

1. Ms. Ruchika Whishaw, Presiding Officer
2. Ms. Jyoti Pandey, Member
3. Ms. Shikha Kataria, External Member
4. Ms. Anjali Verma, Member
5. Ms. Aparna Mishra, Member
6. Mr. Upendra Dutt Tripathi, Member
7. Mr. Sandeep Arora, Member

(Annexure 3)

Sr. No	Name	Designation	Email Id	Mobile No
1	Ruchika Whishaw	Presiding Officer	ruchika.whishaw@orbisfinancial.in	9999390180
2	Jyoti Pandey	Member	jyoti.pandey@orbisfinancial.in	8726763966
3	Shikha Kataria	External Member	advshikhakataria@gmail.com	9873919648
4	Anjali Verma	Member	anjali.verma@orbisfinancial.in	9455589499
5	Aparna Mishra	Member	aparna.mishra@orbisfinancial.in	9137246078
6	Upendra Dutt Tripathi	Member	Upendra.tripathi@orbisfinancial.in	7021573249
7	Sandeep Arora	Member	Sandeep.arora@orbisfinancial.in	9899233922