

KUMBHAT AND CO LLP

Chartered Accountants

Sexual Harassment Policy

Sexual and Other Unlawful Harassment

KUMBHAT AND CO LLP is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. KUMBHAT AND CO LLP will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic. KUMBHAT AND CO LLP provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to the **Designated Person**. If the designated person is unavailable or you believe it would be inappropriate to discuss it with the **Partner in Charge**, you should immediately contact a member of the **Committee**. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

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Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise the Partner in Charge or Designated Person, so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employees should feel free to raise concerns and make reports without fear of reprimand. It is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a sexual harassment complaint. All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Alleging harassment without following these procedures might be considered evidence of a malicious intent on the part of the complainant.

Resolution

Employees often can stop or prevent sexual harassment by immediately and directly expressing their disapproval of an individual's sexually oriented attention or conduct. In many cases, an informal warning by the Director to an alleged harasser, combined with appropriate follow-up supervision and monitoring of the employee's behavior might be sufficient to prevent or stop sexual harassment. In certain instances if the employee is uncomfortable addressing the director the Board may be approached directly.

If this approach does not stop the harassment, a thorough and impartial investigation of all complaints will be conducted in a timely and appropriate manner. The investigation will be conducted by the Director, Assistant Director, or the employee's immediate supervisor. Any employee of the library who has been found to have sexually harassed another employee or visitor/patron of the library will be subject to disciplinary action up to and including termination.

Confidentiality

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. However, the identity of the complainant usually is revealed to the accused and witnesses. All individuals contacted in connection with a complaint will be counseled that any information pertaining to the complaint shall be held in confidence.

OFFICE	PARTNER	DESIGNATED PERSON
Coimbatore	Priya Bhansali	Ms. Jayalakshmi
Chennai	Chandramouleeswaran	Ms. Selvi
Chennai 2	Sumit Daftary	Ms. Shabnam
Bangalore 1	T J Khan	Ms. Gayathri
Bangalore 2	Prashant Dayama	Ms. Sneha
Mumbai	Gaurang C Unadkat	Ms. Meghna