

Policy on Sexual Harassment of Universal Enterprises Limited

Objective

To Provide protection against sexual harassment of women employees and for the prevention & redressed of complaints of sexual harassment and for the matters connected herewith and incidental thereto.

Policy

The Company believes that all employees of the Company have the right to be treated with dignity, to work without fear of prejudice, gender bias and sexual harassment.

Scope & effective date

It extends to all employees of the Company and is deemed to be incorporated in the service condition of all employees and comes into effect immediately.

Internal Complaint Committee

The Policy shall be governed by the protection of women against sexual harassment at work place Bill, 2010 and legislation enacted thereon.

The management deserves the right to amend, alter, modify any or all the provisions of the policy.

The Constitution of the Committee will be as under in which half of the Committee would be women. The presiding officer will be woman employed in senior level. Two (2) members each to be nominated from female/ male employees of the Company.

The quorum of two members is required to be present for the proceedings to take place and shall include Presiding Officer and at least one member.

The Committee shall & enquire the complaint received after providing every reasonable opportunity to the Complaint and to the person against whom complaint is made.

The management shall provide all necessary assistance for the purpose of ensuring full effective and speedy implementation of this policy.