



RASI ELECTRODES LIMITED PREVENTION, PROHIBITION AND REDRESSAL POLICY AGAINST SEXUAL HARASSMENT OF WOMEN AT WORK PLACE

[as reviewed, modified and adopted by the Board of Directors at their meeting held on 29th May 2026]

Policy on Prevention of Sexual Harassment (POSH)

1. Purpose and Commitment

RASI ELECTRODES LIMITED (REL) is committed to providing a work environment free from discrimination, intimidation, and sexual harassment. The company maintains a zero-tolerance policy toward any form of sexual harassment at both our **Head Office** and **Factory** locations.

2. Scope and Jurisdiction

- **Applicability:** This policy applies to all employees including permanent staff, temporary workers, trainees, interns, contract labourers, and daily wagers.
- **Workplace Definition:** Covers the Head Office, Factory premises, transit vehicles provided by the company, client locations, and any official digital platforms or off-site work events.

3. What Constitutes Sexual Harassment?

Sexual harassment includes any one or more of the following unwelcome acts or behaviors (whether directly or by implication):

- Physical contact and advances.
- A demand or request for sexual favors.
- Making sexually colored remarks or inappropriate jokes.
- Showing pornography or sharing explicit media via phone/email.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

4. The Internal Committee (IC)

An **Internal Committee (IC)** is officially constituted to handle complaints.

- The IC is headed by a senior woman employee (**Presiding Officer**).
- It consists of employee representatives from both the Head Office and Factory, alongside an independent **External Member** from an NGO or legal background.
- *Contact details of current IC members are prominently displayed on the notice boards at both the Head Office and Factory.*

5. Complaint and Inquiry Redressal Process

1. **Filing:** An aggrieved person must submit a written complaint to the IC within **3 months** from the date of the incident. A Confidential Complaints Form format is enclosed as Annexure A which may be utilised by an aggrieved person to lodge a confidential complaint.
2. **Conciliation:** Before initiating an inquiry, the IC may, at the request of the complainant, attempt to settle the matter through conciliation (no monetary settlement is allowed).
3. **Inquiry:** If conciliation is not sought, the IC will initiate a formal inquiry. The inquiry must be completed within **90 days**.
4. **Action:** The IC will submit its final report within **10 days** of completing the inquiry. Management will implement the recommendations within **60 days**.

6. Confidentiality & Protection Against Retaliation

- **Strict Privacy:** The identities of the complainant, respondent, and witnesses will not be published or disclosed to the public or media.
- **Anti-Retaliation:** The company guarantees protection to the complainant and witnesses. Any retaliation or victimization will be treated as severe misconduct leading to termination.



Manufacturers & Supplier of All Grade Welding Electrodes, CO, Welding Wire and Drawn Wire Etc. 9.

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7. Consequences of Misconduct

If the allegations are proven true, disciplinary action will be taken. This can range from a formal written warning, withholding of promotion/increment, suspension, or **immediate termination from service.**

By Order of the Board
FOR RASI ELECTRODES LIMITED


B POPATLAL KOTHARI
MANAGING DIRECTOR



CHENNAI
DATED: 29th May 2026

ANNEXURE A:
Sexual Harassment Complaint Form

To,

RASI ELECTRODES LIMITED
INTERNAL COMMITTEE (IC)
CONFIDENTIAL COMPLAINT FORM

(Please complete this form to file a formal complaint with the Internal Committee. You may attach extra sheets if you need more space.)

Employee Information

Complainant's Name _____

Employee ID _____

Department / Location Head Office / Factory Base

Designation _____

Contact Number & Email _____

1. Respondent Information (Person against whom the complaint is being filed):

- Name: _____
- Designation: _____
- Department/Location: _____

2. Incident Details:

- Date(s) of Incident: _____
- Time(s) of Incident: _____
- Location of Incident: Head Office Factory Other: _____

3. Description of the Incident:

(Please describe what happened in detail. Include any verbal statements, physical actions, or digital messages. Attach copies of emails, text messages, or photos if available.)

5. Witnesses (if any):

(Please provide names and contact details of anyone who saw or heard the incident.)

1. _____
2. _____

Declaration:

I hereby declare that the information provided in this complaint is true and accurate to the best of my knowledge.

Complainant's

Date: ___ / ___ / 202__

Signature: _____

