# Diversity Equity and Inclusion Policy

**Document Change Control**

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## 1. Introduction

1.1 This **Diversity, Equity, and Inclusion (DEI) Policy** is established to promote **fair, equal, and respectful** treatment of all employees and applicants in the workplace, free from any form of discrimination.

1.2 At **Pricol Limited**, diversity, equity, and inclusion are foundational to our success as an automotive innovator. We are committed to fostering a **diverse, equitable, and inclusive** workplace where all employees feel **valued** and **empowered**.

1.3 Aligned with global standards such as the **UN Sustainable Development Goals**, we actively work to **dismantle barriers** and promote **equitable opportunities**. Through **inclusive recruitment**, **leadership development**, and **community partnerships**, we drive **innovation** and uphold **ethical excellence**. Together, we strive to set industry benchmarks by cultivating a culture where **diversity is celebrated** and **belonging is universal**.

1.4 We embrace diversity across **gender**, **race**, **ethnicity**, **nationality**, **disability**, **age**, and other backgrounds, ensuring **equal opportunities** for all. Our DEI efforts focus on **eliminating bias**, **promoting fairness**, and **creating a culture of belonging**.

1.5 By embedding DEI into our **business strategy**, we aim to enhance **innovation**, increase **employee engagement**, and support **sustainable growth**. This policy serves as a framework to uphold these values and help build a more **inclusive future**.

## 2. Objective

The objectives of this policy is to:

2.1 Ensure **diversity**, **equity**, and **inclusion** for all employees, regardless of **gender**, **race**, **ethnicity**, **disability**, **age**, **nationality, religion or belief**, **marital status**, or **social class**.

2.2 Promote **mutual respect** for the **dignity** and **diversity** of all individuals.

2.3 Provide a **safe**, **inclusive**, and **discrimination-free** working environment that is free from **harassment** or **bullying**, and characterized by **inclusion**, **respect**, and **equity**.


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2.4 Drive **focused actions** that promote **diversity**, **equity**, and a **sense of belonging** across the organization.

2.5 Ensure DEI principles are integrated into all aspects of **recruitment**, **job assignments**, **deputations**, **performance evaluations**, and **promotion** processes.

2.6 Actively address **systemic barriers** that discriminate against individuals based on **gender**, **race**, **ethnicity**, **origin**, **disability**, **age**, **nationality**, **religion or belief**, **marital status**, or **social class**.

## 3. Scope

This policy is applicable to **all categories of employees** at **Pricol Limited**, as well as all relevant **stakeholders**, including but not limited to **suppliers**, **contractors**, **vendors**, **customers**, **project trainees**, and **interns**.

## 4. Definitions

4.1 **'HoD'** is herein referred as **Head of Department'**

4.2 **'Pricol Limited'** is herein referred as '**Company'**

4.3 Discrimination encompasses any form of prejudice, including favoritism or bias related to race, color, nationality, origin, gender, religion, age, marital status, education, and other characteristics (Including unconscious bias and intersectionality).

4.4 **'Diversity, Equity, and Inclusion'** is herein referred as **'DEI'**

4.4.1 **Diversity:**

4.4.1.1 **Definition:** Diversity refers to the presence of differences within a given setting, particularly about race, ethnicity, gender, age, sexual orientation, disability, socioeconomic background, and other attributes.

4.4.1.2 **Focus:** It emphasizes the value of having varied perspectives and experiences represented within an organization or community.

4.4.1.3 **Goal:** To create a more inclusive environment where multiple voices, identities are celebrated & recognized.


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4.4.2 **Equity:**

4.4.2.1 **Definition:** Equity involves ensuring that all individuals have fair access to opportunities, resources, and treatment. It recognizes that some people face barriers that others do not and strives to address these disparities.

4.4.2.2 **Focus:** It goes beyond equality (treating everyone the same) by considering the individual needs and circumstances of people to provide them with the support they need to succeed.

4.4.2.3 **Goal:** To level the playing field so that everyone, regardless of background or identity, has an equal chance to thrive.

4.4.3 **Inclusion:**

4.4.3.1 **Definition:** Inclusion is the practice of creating an environment in which all individuals feel valued, respected, and empowered to contribute.

4.4.3.2 **Focus:** It's about creating a culture where diverse groups are actively invited to participate, have their voices heard, and feel welcomed.

4.4.3.3 **Goal:** To foster a sense of belonging where everyone feels part of the community or organization, and no one is marginalized or excluded.

4.4.4 **Equality:**

4.4.4.1 **Definition:** Equality refers to the idea of treating everyone the same, ensuring that all individuals have equal rights, opportunities, and access to resources.

4.4.4.2 **Focus:** Providing the same level of resources or opportunities to all, regardless of their background or characteristics.

4.4.4.3 **Goal:** To eliminate discrimination and ensure everyone has the same opportunities, though this concept assumes all individuals are


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starting from the same place. The goal of a DEI policy is to ensure a workplace or community that promotes a balanced, respectful, and collaborative environment for all.

## 5. Responsibility

| Responsible | Responsibilities |
|---|---|
| HR Head | Policy Approval |
| DEI Committee | Implementation & Monitoring |
| HR & DEI Committee | Reporting & Investigation |
| Learning & Development | Training & Awareness |
| HR & Managers | Accommodations |
| HR & Management | Enforcement |
| Corporate Comms & DEI | Communication |
| All Employees | Feedback & Participation |

## 6. General Policy Guidelines

### 6.1 DEI Strategy

6.1.1 We firmly believe that our **core values**, **vision**, and **mission** are strengthened when every employee is given a **voice** and is encouraged to contribute to a **supportive and inclusive environment**.

6.1.2 The company's **DEI strategy** is a **shared responsibility**, focused on fostering a workplace where everyone feels **included**, **respected**, and **empowered** to bring their **authentic selves** to work—guided by **positive intent** and **inclusive practices**.

### 6.2 Equity and Equality

6.2.1 Achieving **equity** requires the application of **equitable practices** to ensure **equality** as an outcome. At **Pricol Limited**, every employee is entitled to a **safe work environment** with **equal access to opportunities**, fostering a culture of **dignity**, **equity**, and **respect** for all.


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6.3 **Commitment to Diversity, Equity, and Inclusion**

6.3.1 Our company maintains a **zero-tolerance policy** for any form of **intimidation**, **harassment**, or **bullying** under all circumstances. The DEI strategy aligns with our **core values** and is a fundamental part of our **business ethics**. Any violation of this policy will be treated as **misconduct** and may result in **disciplinary action**.

6.4 **Disability and Accommodation**

6.4.1 To comply with applicable laws regarding **equal employment opportunities** for individuals with disabilities, the Company provides **reasonable accommodations** for the known physical or mental limitations of qualified applicants or employees, unless doing so would cause **undue hardship** or pose a **direct threat** to the health and safety of the individual or others. We ensure that appropriate accommodations are made promptly to enable employees or applicants to perform **essential job functions** once their needs are communicated to us or brought to our attention through the WRS Portal. (a separate link will be developed for addressing DEI requests).

6.4.2 We assess the information provided by employees regarding their disabilities or limitations, along with any necessary supporting documentation, and collaborate with them to identify potential accommodations that can help remove barriers or limitations. We also consider requests for reasonable accommodations related to medical conditions stemming from **pregnancy**, **childbirth**, and **lactation**, provided these are supported by medical documentation and/or required by applicable law.

6.5 **Women Empowerment**

6.5.1 The company aims to be an **employer of choice** and is dedicated to offering **equal opportunities** to all categories of employees. We are committed to supporting **empowerment** by providing **anti-harassment training**, **POSH training**, **crèche facilities**, and enhancing the representation of women at all


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levels through **succession planning** by identifying high-potential women for **leadership programs** and key positions.

6.6 **Reporting Inappropriate Conduct**

6.6.1 If an employee believes that they or another individual has been subjected to conduct prohibited by this policy, they are encouraged and expected to **promptly report** the relevant facts to the **DEI Committee**, which oversees the implementation of this policy, tracks progress, and provides updates.

6.6.2 Reports can be made **orally**, **in writing**, or via **phone** to the location HR Department or through the **grievance/dispute resolution process** available at the employee's location.

6.6.3 Employees may choose to report incidents **anonymously** or **non-anonymously** through the following channels:

6.6.3.1 Email: voiceofpricol@pricol.com

6.6.3.2 Suggestion box

6.6.3.3 DEI Committee (for details, contact location HR)

6.6.4 Allegations of **discrimination**, **harassment**, or **bullying** will be taken seriously and thoroughly investigated.

6.6.5 All reported incidents will be investigated with every effort made to maintain the **confidentiality** of the reporting source. Information may be disclosed as necessary to facilitate the investigation or resolution of the issue, with an expected resolution timeline of **10 working days**.

6.6.6 The company encourages employees to report any possible violation of this policy **in good faith**. Whistleblowers will be protected under India's **Whistleblower Protection Act, 2014**.

## 7. Rights Reserved by Management

7.1 The Company reserves the right to **review this policy at least once every two years** to ensure it remains effective and aligned with organizational needs.


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7.2 The **HR Head** is the final approving authority for implementing any initiatives under this policy and is responsible for **budget approvals.**

7.3 The **DEI Committee** functions as a **Center of Excellence** within the Corporate Human Resources–Organization Capability function.

## 8. Consequences of Violation

8.1 Employees who fail to comply with this policy or are found to have engaged in **discrimination**, **harassment**, or **bullying** will face appropriate disciplinary measures, which may include **termination of employment**.

8.2 Retaliation against any person for using this complaint procedure, reporting prohibited harassment, or participating in any investigation, proceeding, or hearing conducted by a governmental enforcement agency is strictly **prohibited**. Prohibited retaliation includes, but is not limited to termination, demotion, suspension, failure to hire or consider for hire, biased employment decisions, adversely affecting working conditions, or denying any employment benefit.

8.3 Employees may also report any retaliatory conduct under this policy and will be protected accordingly. All reports of retaliation will be investigated thoroughly and objectively. If substantiated, appropriate disciplinary action will be taken, up to and including **termination of employment**.

## 9. Conclusion

Pricol Limited reaffirms its unwavering commitment to fostering a **diverse, equitable, and inclusive** work environment where every individual is **respected, valued, and empowered** to contribute to their fullest potential. This policy reflects our dedication to upholding the principles of **fairness, equal opportunity, and mutual respect** across all levels of the organization.

By embedding DEI into our **strategic and operational practices**, we aim to drive **continuous improvement, innovation, and sustainable growth**. Through collective responsibility and


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active participation, we strive to cultivate a workplace where **diversity is celebrated, equity is ensured, and inclusion is the norm.**


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# DRESS CODE POLICY

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| 1 | 0 | 12-10-2021 | Nithya M | Ramkumar R R | Shyam Sundar R | All | All |
| 1 | 1 | 01-04-2024 | HR Team | Vinoth S, Parthipan M | Shyam Sundar R | All | All |
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### 1.0 Introduction

The personal appearance, hygiene and work attire of an employee is directly linked with the brand image of the company and the individual. This policy outlines the appropriate work attire for all employees of our organization, both within company premises and when representing the company on official assignments.

### 2.0 Objective

The objective of the dress code policy is

2.1 To provide clear guidance on employee attire that complies with company culture, environment, and safety standards.

2.2 To establish a dress code that fosters a consistently professional appearance when interacting with customers and colleagues.

2.3 To ensure that all employees maintain a positive appearance that is respectful and non-offensive to customers, clients, and colleagues

### 3.0 Scope

3.1 This policy applies to the employees of Pricol Limited

### 4.0 Definitions

4.1 ‘Pricol Limited’ is herein referred to as ‘Company’

4.2 Staff is herein referred to as ‘employee’

### 5.0 Dress Code:

Employees are required to adhere to the following dress code:

| | |
|---|---|
| Public Forums/Business Meetings/Customer Visits/Formal Occasions | Dark blue Pricol T-shirt with blue denim, a black belt, and black shoes. The T-shirt must be neatly tucked in and well-groomed. |
| On Working days | Smart casual clothing, such as collared T-shirt, Pricol T-shirt (Blue/Olive green) denim / cotton pants, full / half–sleeved attire<br>Women may opt for skirts, sarees, or salwar suits.<br>Shoes should be worn with any smart casual attire |



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## 6.0 General guidelines

### 6.1 Acceptable Attire

6.1.1 We encourage our employees to dress in attire appropriate for the occasion, such as blazers and suits, while considering prevailing weather conditions.

6.1.2 Employees are encouraged to wear a Pricol T-shirt (blue / olive green) on all working days, apart from business casuals.

6.1.3 It is mandatory to wear a Pricol T-shirt (Blue) while representing the company at public forums and other corporate meetings

6.1.4 During any festive occasions employees may dress (Ethnic or Traditional attire) as communicated

6.1.5 All clothing choices should reflect our commitment to professionalism and contribute to a positive work environment.

6.1.6 Maintaining an acceptable level of bodily hygiene is essential.

6.1.7 ID Cards lanyards / holders should be neat while displays

### 6.2 Inappropriate Attire

6.2.1 Pricol T-shirts in white, orange, light green, and maroon are discontinued with immediate effect

6.2.2 Grooming Styles Dictating any sort of racism

6.2.3 Ripped or torn items, shorts, cargo / checked pattern pants, multi-colour / multi-pockets shirts / T-shirts, flip flops, sleeveless outfits, Hawaii dress, Chinese or round neck collar attire, patchworks, garish attire (too much of glittery materials), eye-catching vibrant colours (for example, neon colours), slippers, sandals, clogs, Neon / Multi-Colour shoes and t-shirts/shirts with offensive language/images.

## 7.0 Reporting the Policy Violation

If any employee witnesses a policy violation, they should report it to the location's HR department or reporting manager immediately for further action.

## 8.0 Disciplinary Action

8.1 When an employee disregards the company's dress code, their supervisor should reprimand them

8.2 Continued violations may result in more severe consequences, particularly if the appearance negatively impacts the company's brand image.


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# FLEXI WORKING POLICY

**(Corporate & Technology Centre Staffs)**

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## 1. Introduction

1.1 Pricol Limited is committed to promoting a **healthy work-life balance** while ensuring that **business objectives** and **employee engagement** remain **uncompromised**.

1.2 In line with this commitment, Pricol Limited is introducing the **Flexi and Remote Working Policy** for employees at the **Corporate and Technology Centre (CTC)**.

1.3 This policy is built on the **mutual trust** and is designed to offer **flexibility** without compromising **business deliverables**, placing the **trust in employees** to fulfill their **responsibilities** while benefiting from the **flexibility** provided by the **Flexi Working model**.

## 2. Objective

2.1 Enhance work-life balance by offering flexible and remote work arrangements.

2.2 Promote employee well-being through reduced stress and improved work conditions.

2.3 Foster an inclusive culture that accommodates diverse working styles.

## 3. Scope

3.1 The **Flexi Working Hours** option applies **only to Staff and Staff Trainees** of the **Corporate & Technology Centre**.

3.2 Remote working is available to employees who have access to feasible remote working set up and the necessary infrastructure to support their business needs.

3.3 **Flexi work patterns** require **prior approval** from the relevant **Reporting Manager**.

3.4 **Applicability** of flexible work options may **vary based on business requirements** and **resource availability**, to ensure **productivity is maintained**.

## 4. Definitions

4.1 '**Staff & Staff Trainees of Corporate & Technology Centre**' are herein referred to as '**employees**.'

4.2 **'Company'** is herein referred to as **'Pricol Limited'**


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## 5. Responsibility

| Responsible | Responsibilities |
|---|---|
| **Employees** | Follow policy, manage time, stay productive, and communicate issues. |
| **Managers** | Approve requests, monitor work, and ensure goals are met. |
| **HR** | Support policy, resolve disputes, and ensure compliance. |

## 6. Flexi Working Guidelines

6.1 The official business days are **Monday to Friday**.

6.2 The standard working hours are from **08:30 AM to 05:30 PM**, with flexibility to **log in anytime between 08:30 AM and 10:00 AM** and **log off proportionally between 05:30 PM and 07:00 PM**, ensuring a **total of 9 working hours per day**, which includes **a 30-minute lunch break** and **two 15-minute refreshment breaks**.

6.3 **Core working hours** are from **10:00 AM to 5:30 PM**, during which **employee presence is mandatory**; **internal meetings** should be scheduled during this time unless **mutually agreed otherwise**.

6.4 The **grace period** for late entry is no longer applicable. Employees must **regularize their attendance accordingly**.

6.5 A minimum of 4.5 working hours is considered as half a day. If unable to complete the standard working hours due to **business or personal reasons**, employees must obtain **approval from the Reporting Manager and** apply On-Duty, Leave, Permission, or Missed Punch appropriately.

6.6 Attendance for working hours is calculated on a **daily basis** and **not consolidated** on a weekly or monthly basis.

6.7 Employees **reporting to work after 10:00 AM must obtain prior permission**. A maximum of **two hours of permission** is allowed, which may be availed in intervals of not less than 15 minutes or as a single stretch of up to two hours. All such permissions must be recorded in MyPricol portal. Failure to update the permissions will result in the day being marked as a half-day absence and treated as Leave without Pay (LWP).


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6.8 Employees must obtain prior approval from their Reporting Manager and submit a request via email or the My Pricol Portal before opting for flexible working hours. While flexible hours offer greater autonomy, employees are still expected to attend all scheduled meetings and fulfill business commitments, even if they fall outside core working hours. Flexible working should not be used as a reason to decline participation in such obligations.

## 7. Remote Working Guidelines and Pre-requisites

### 7.1 Eligibility and Approval

7.1.1 Remote work is permitted for a maximum of **1 day per week**, which may be taken adjacent to weekends, subject to **prior approval from the Reporting Manager**.

7.1.2 The selected remote workday must be **planned, communicated, and approved in advance** and cannot be carried forward or combined with remote work from other weeks.

7.1.3 Remote work status must be accurately updated in the attendance system as **"Work From Home (WFH)"** without fail.

7.1.4 Women employees are encouraged to avail the WFH option up to **two consecutive days per month** during the monthly cycle, counted within the existing monthly limit of four remote workdays. The intention is to support women employees during the time of discomfort by acknowledging their biological realities, and to promote an inclusive and equitable workplace.

### 7.2 Working Hours and Breaks

7.2.1 Remote working hours are fixed from **8:30 AM to 5:30 PM**, with **no flexibility** in start or end times.

7.2.2 The schedule includes a **30-minute lunch break** and **two 15-minute refreshment breaks**.


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## 7.3 Work Expectations

7.3.1 Employees must maintain **punctuality, commitment, and a strong work ethic** throughout business hours.

7.3.2 Promptly respond to emails, calls, and remain available for video/audio calls and teleconferences.

7.3.3 Employees are expected to meet **all deliverables and targets consistently**, regardless of work location.

## 7.4 Workspace and Conduct

7.4.1 Ensure a **private, distraction-free workspace**, preferably in a separate room. Avoid working in open or shared spaces and secure all personal devices.

7.4.2 Use **earphones or headsets** during official calls and avoid discussing sensitive matters in public or unsecured areas.

7.4.3 Follow a **formal or semi-formal dress code**, especially during meetings with senior officials or customers.

7.4.4 During video calls, minimize background noise, use video mode for interactions, and maintain professionalism by using Pricol's official background screen.

7.4.5 Adhere strictly to the **Employee Code of Conduct** and all company policies while working remotely.

## 7.5 IT and Security Requirements

7.5.1 Employees must ensure to have access to a **feasible remote working setup**, including a reliable internet connection and authorized device (official laptop or equivalent).

7.5.2 Ensure all necessary software, applications, and VPN access are installed and functioning properly to securely connect to the company network.


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7.5.3 Follow all **IT security protocols** to protect sensitive and confidential information, including using strong passwords, updated antivirus software, and secure data handling.

7.5.4 Inform the Reporting Manager and IT of any **technical issues or challenges** that may affect remote work performance.

## 8. Rights Reserved by Management

8.1 The Management reserve the right to **periodically review, update, modify, or withdraw** the **flexible and Flexi working policies** to ensure they remain **effective** and aligned with **organizational needs**.

8.2 The Management holds **full discretion** over the **approval** of flexible and remote work requests, taking into account **business** and **operational requirements**.

8.3 The **final authority** to resolve any **disputes** related to the **enforcement** or **interpretation** of this policy rests with **management**, acting through the **HR department**.

## 9. Consequences of Violation

Failure to comply with the terms and conditions of the Flexi and Remote Working Policy may result in:

9.1 **Disciplinary action**, up to and including formal warnings, suspension, or termination of employment.

9.2 **Revocation** of flexible or remote work privileges.

9.3 **Impact** on performance evaluations and career progression.

9.4 Possible **legal or regulatory consequences** if violations breach applicable laws or confidentiality agreements.

Employees are expected to understand and adhere to this policy fully to maintain a productive, secure, and respectful work environment.


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## 10. Conclusion

The Flexi and Remote Working Policy is established to foster a balanced work environment that enhances employee well-being, productivity, and ensures uninterrupted business operations. Compliance with this policy enables employees to manage their work schedules effectively while fulfilling their duties. Pricol Limited places trust in its employees to uphold the highest professional standards, maintain confidentiality, and actively contribute to a collaborative and results-driven workplace. For any clarifications or further information, employees are advised to contact the HR department.


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# LEAVE POLICY

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## 1. Introduction

Pricol Limited recognizes the importance of leave entitlements in helping employees maintain a healthy work-life balance, manage personal responsibilities, or recover from illness. This policy establishes a structured and transparent framework for leave management, ensuring fairness, consistency, and clarity across the organization.

## 2. Objective

The **objectives of this policy are to:**

2.1 To establish clear and consistent guidelines for availing of leave benefits.

2.2 To foster a workplace culture that promotes work-life balance and supports employee well-being.

2.3 To ensure compliance with statutory leave provisions as mandated by applicable labor laws.

2.4 To support business continuity while accommodating the legitimate leave needs of employees.

## 3. Scope

3.1 This policy applies to all Staff and Staff Trainees of Pricol Limited.

## 4. Definitions

4.1 **‘**Company’ is herein referred as **‘Pricol Limited’.**

4.2 **‘Annual Leave Cycle’** herein referred as **‘April to March’** of every year.

4.3 **‘HoD’** is herein referred as ‘**Head of Department’.**

4.4 **‘HRA’** is herein referred as **‘House Rent Allowance’.**

4.5 **‘Staff and Staff Trainees’** are herein referred as **‘Employees’.**


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## 5. Responsibility

| Responsible | Responsibility |
|---|---|
| HR Head | Policy approval and updates |
| HR Department | Policy implementation and communication |
| Reporting Managers | Approve leave requests and manage team schedules |
| Employees | Submit leave requests on time and follow policy |
| Payroll | Process leave records and ensure accurate leave balances |

## 6. Annual Leave for Staff and Staff Trainees

| # | Date Bandwidth (Joining Date) | Eligible leaves | |
|---|---|---|---|
| | | Staff | Staff Trainees |
| 1 | 26th of previous month to 25th of current month | 2.5 Days | 2 Days |
| 2 | 01st to 5th | 2 Days | 1.5 Days |
| 3 | 6th to 10th | 1.5 Days | 1 Day |
| 4 | 11th to 15th | 1 Day | |
| 5 | 16th to 20th | 0.5 Day | 0.5 Day |
| 6 | 21st to 25th | Nil | Nil |

6.1 **Payroll Period:** The payroll period is defined as the **26th of the previous month to the 25th of the current month**. During each payroll period, Staff will accrue 2.5 days of leave and Staff Trainees will accrue 2 days of leave.

6.2 **Annual Leave Entitlement:** Annual leaves will be allocated on a monthly basis, with a defined portion classified as encashable and the remaining portion as non-encashable, in accordance with the structure outlined as below.

**6.2.1** **Staff** who are associated with the company for the **entire year** are entitled to **30 days** of leave during the Annual Leave Cycle.


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**6.2.2** **Staff Trainees** who are associated with the company for the entire year are entitled to **24 days** of leave during the Annual Leave Cycle.

**6.2.3** **Pro-Rata Leave for Partial-Year Employment:** Employees who join or exit the organization partway through the year will have their leave entitlement calculated on a pro-rata basis.

**6.2.4** **Minimum Leave Utilization, Encashment, and Lapse:**

6.2.4.1 **Employees** are required to utilize **at least 40%** of their **annual leave entitlement** during each leave cycle.

6.2.4.2 A **maximum** of **60%** of the **eligible leave balance** may be **encashed**, subject to applicable policy provisions.

6.2.4.3 If the **required 40% minimum leave** is **not utilized**, the unutilized portion will **automatically lapse** at the end of the annual leave cycle.

| LEAVE ENCASHMENT STRUCTURE – STAFF | | | |
|---|---|---|---|
| **Month** | **Eligible Leave days** | **Eligible for Maximum encashment** | **Not Eligible for encashment** |
| April | 30 | 18 | 12 |
| May | 27.5 | 16.5 | 11 |
| June | 25 | 15 | 10 |
| July | 22.5 | 13.5 | 9 |
| August | 20 | 12 | 8 |
| September | 17.5 | 10.5 | 7 |
| October | 15 | 9 | 6 |
| November | 12.5 | 7.5 | 5 |
| December | 10 | 6 | 4 |
| January | 7.5 | 4.5 | 3 |
| February | 5 | 3 | 2 |
| March | 2.5 | 1.5 | 1 |


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| LEAVE ENCASHMENT STRUCTURE – STAFF TRAINEES | | | |
|---|---|---|---|
| **Month** | **Eligible Leave days** | **Eligible for Maximum encashment** | **Not Eligible for encashment** |
| April | 24 | 14.40 | 14.50 |
| May | 22 | 13.20 | 13.00 |
| June | 20 | 12.00 | 12.00 |
| July | 18 | 10.80 | 11.00 |
| August | 16 | 9.60 | 9.50 |
| September | 14 | 8.40 | 8.50 |
| October | 12 | 7.20 | 7.00 |
| November | 10 | 6.00 | 6.00 |
| December | 8 | 4.80 | 5.00 |
| January | 6 | 3.60 | 3.50 |
| February | 4 | 2.40 | 2.50 |
| March | 2 | 1.20 | 1.00 |

**6.2.5** **Leave Encashment Calculation:** Leave encashment will be calculated based on the employee's **Basic Salary and House Rent Allowance (HRA),** excluding all other allowances. However, if a Conveyance Allowance is part of the employee's compensation, it will be included in the leave encashment calculation.

**6.2.6** **Leave Encashment on Voluntary Exit:** In the event of voluntary exit, leave calculation and encashment will be done on a pro-rata basis in accordance with the prevailing leave policy.

**6.2.7** **Leaves and Notice Period:** Outstanding leave cannot be used to offset or reduce the notice period under any circumstances.

## 6.3 Medical Absence Beyond Eligible Leave and GPA Benefits:

**6.3.1** In the event of **unavoidable medical exigencies**, employees may **avail leave beyond their eligible leave balance**, subject to **prior approval** from the **Reporting Manager or Head of Department (HoD)**. Such leave will be


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**unpaid** and **not eligible for salary benefits**. A **written letter stating the medical reason** must be submitted to the **HR Department** through the Reporting Manager and HoD.

**6.3.2** Employees must inform their Reporting Manager, Head of Department (HoD), and the HR Department within 24 hours of any accident or insured event. Timely reporting is mandatory to be eligible for claims related to medical absence compensation and benefits under the Group Personal Accident (GPA) Policy.

**6.3.3** A medical certificate of absence, along with the hospital discharge summary, duly authorized by a registered medical practitioner, must be submitted to the HR Department through the Reporting Manager and Head of Department (HoD). This documentation is required to validate the leave request and to initiate the process for applicable insurance benefits.

6.4 **Unauthorized Leave of Absence:** Employees are required to obtain prior approval from their Reporting Manager before taking any leave. Leave taken without such approval will be considered unauthorized. The Reporting Manager or HoD shall promptly inform the HR Department of any unauthorized absence to investigate the reasons and take appropriate disciplinary action. Repeated unauthorized leave, particularly when exceeding **3 days**, will lead to disciplinary action as per company policy.

## 7. Compensatory Off

7.1 **Eligibility**: Employees **up to the JM band** are eligible for compensatory off when they work on a holiday or weekly off due to business requirements, subject to prior approval from the Head of Department (HoD). To qualify, the employee must have worked or traveled for business purposes for a minimum **50% of shift working hours on the holiday or weekly off day.**

7.2 **Beyond Regular Hours on Standard Working Days:** Up to JM band Employees who work an additional **50% of shift working hours** or more beyond their regular working hours on a normal working day are eligible to avail compensatory off, subject to approval by the Head of Department **(HoD)**.


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7.3 **Documentation:** Employees must submit appropriate attendance records or travel documentation to support their claim for compensatory off.

7.4 **Usage and Limitations:** Compensatory off cannot be encashed under any circumstances. Compensatory off may be availed for a maximum of two consecutive days and must be utilized within 60 calendar days from the date the work was performed; otherwise, the compensatory leave balance will lapse. Request for compensatory off must include details of the on-duty work performed on a holiday or weekly off and require approval from the Head of Department (HoD).

## 8. Maternity Leave

8.1 Maternity leave will be granted to all eligible female employees in accordance with the Maternity Benefit Act, 1961. The leave entitlement includes up to **26 weeks of paid leave**, comprising **8 weeks before delivery and 18 weeks after delivery**.

8.2 If an employee takes fewer than 8 weeks of leave before delivery, the remaining balance may be used after delivery, provided that the total duration of maternity leave does not exceed 26 weeks.

8.3 If an employee continues to work **beyond 8 weeks** before delivery and is medically fit, employee must **submit a medical certificate** from a registered gynecologist and a written request or email to HR department. The unused pre-delivery leave will be added to the post-delivery leave, keeping the total maternity leave within 26 weeks.

8.4 If an employee legally adopts a child, employee is entitled to **12 weeks of paid maternity leave**, which begins from the date the child is handed over to employee. The employee must submit **legal proof of adoption** to the **HR department**.

8.5 In the event of a miscarriage, female employees are entitled to up to six (6) weeks of paid leave, subject to the submission of a medical certificate issued by a registered gynecologist.


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## 9. Paternity Leave

9.1 Male employees are entitled to **7 working days of paid paternity leave**, which may be taken within 3 months of childbirth or the legal adoption.

9.2 Paternity leave can be taken either as a **single continuous period or split into two parts of 4 or 3 consecutive days** respectively.

9.3 Paternity leave is available for a maximum of the first two child deliveries or adoption.

9.4 Paternity leave must be **utilized within three months of the childbirth or adoption**; otherwise, the entitlement will lapse.

9.5 Employees must submit a **hospital discharge summary or child birth certificate or relevant medical proof** or **legal child adoption proof** to the respective HR department to avail of paternity leave.

9.6 Paternity leave is **non-transferable, cannot be carried forward**, and is not eligible for encashment.

## 10. Employee Wedding Leave

10.1 All employees are entitled to **7 working days of paid wedding leave** for their own wedding during their tenure with the company.

10.2 To avail wedding leave, employees must submit a **wedding invitation or other valid proof** of the occasion.

10.3 Employees must submit a formal leave request to their immediate Reporting Manager and the HR department at least **30 days in advance** of the intended leave date. Approval must be obtained prior to availing the leave.

10.4 Wedding leave is non-transferable, **cannot be carried forward**, and is not eligible for encashment.


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## 11. Leave Application and Approval

11.1 Employees shall **plan their leave in advance**, taking company's business requirements into account.

11.2 It is the **joint responsibility** of the **employee** and their **Reporting Manager** to ensure proper leave planning that aligns with the uniform workflow of the respective department.

11.3 Employees can check their leave balance details at any time via the My Pricol Portal.

11.4 All leaves shall be applied for and **approved by the Reporting Manager** through the My Pricol Portal. It is the responsibility of the **employee to ensure this process is completed**.

11.5 All leave records must be updated and approved **on or before the 25th of each month**.

11.6 In cases of emergencies, such as **personal exigencies**, illness, or bereavement, employees should notify their Reporting Manager promptly via **phone, email, or through a colleague**. Formal approval of such leave will be granted by the Functional Head or Head of Department (HoD) upon the employee's return.

11.7 Leave requests **exceeding three days require approval from the respective HoD**, based on the recommendation of the Reporting Manager.

## 12. Rights Reserved by Management

12.1 The Company reserves the right to review and **update leave policies periodically** to ensure they remain effective and aligned with organizational needs.

12.2 **Leave approvals are subject to management's discretion**, taking into account business needs and operational requirements.

12.3 The **HR department holds the final authority** in resolving disputes related to leave requests, approvals.


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## 13. Consequences of Violation

13.1 **Non-compliance** with the leave policy may result in **corrective action, including verbal or written warnings and/or salary deductions**.

13.2 Misuse of leave benefits such as misrepresentation or submission of false information will be treated as misconduct and may lead to disciplinary action, up to and including termination.

13.3 Frequent absenteeism without valid justification may affect performance appraisals and career progression.

13.4 Failure to report emergency leave within a reasonable timeframe may result in penalties or leave adjustments.

## 14. Conclusion

All Pricol Limited values the importance of leave benefits in supporting employee well-being, productivity, and overall job satisfaction. Employees are expected to plan their leave carefully and utilize their entitlements responsibly. Adherence to this policy is essential to ensure a professional and balanced work environment. For any questions or clarifications, employees may reach out to the HR Department.


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# POSH POLICY

| Issue | Rev | Date | Prepared by | Verified by | Approved by | Modifications | Page |
|---|---|---|---|---|---|---|---|
| 1 | 0 | 02-09-2020 | Staffing Team | Shyam Sundar | Shyam Sundar R | All | All |
| 2 | 1 | 09-10-2021 | Nithya M | Ramkumar R R | Shyam Sundar R | All | All |
| 3 | 2 | 30-06-2022 | Nithya M | Ramkumar R R | Shyam Sundar R | All | All |
| | | | | | | | |
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## 1.0 Introduction

This policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act, 2013" and rules framed thereunder creating a safe environment for women working in the company.

## 2.0 Objective

Pricol Limited is committed to providing a safe working environment to all its employees. We believe that our employees would be responsible in their behavior and would refrain from indulging in any kind of behavior amounting to harassment or sexual harassment. This Policy on Prevention of Sexual Harassment at Workplace has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act").

## 3.0 Scope

This Policy applies to all the employees irrespective of gender and working as full-time, part-time, regular, adhoc, trainees and those on contractual assignments of the Company including all subsidiaries and affiliated enterprises at their workplace or at client sites ("Employees"). The Company is committed to zero tolerance to Sexual Harassment. The Company mandates all the employees and concerned persons to read and understand this policy, and abide by it.

## 4.0 Definitions

a. 'Pricol Limited' is herein referred as the Company

b. "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" referred as the act

c. "Aggrieved Employee/Complainant" means in relation to a workplace, any individual, of any age whether employed in the Company or not, who alleges to have been subjected to any act of sexual harassment by the employee of the Company.

d. "Employer" means any person responsible for the management, supervision and control of the workplace.

e. "Internal IC" or "IC" means an Internal Committee constituted under the Act. The details of IC mentioned in Annexure A.

f. "Member" means a member of the IC.


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g. "Presiding Officer" means the Presiding Officer of the IC.

h. "Respondent" means a person against whom the complaint has been filed by the Aggrieved Employee/Complainant.

i. "Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

A. Any unwelcome sexually determined behaviour, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed namely:

i. physical contact and advances;
ii. a demand or request for sexual favors;
iii. making sexually colored remarks or remarks of a sexual nature about a person's clothing or body;
iv. showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS or any other medium etc.;
v. repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;
vi. giving gifts or leaving objects that are sexually suggestive;
vii. eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy;
viii. persistent watching, following, contacting of a person;
ix. any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

B. The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour amount to Sexual Harassment:

i. implied or explicit promise of preferential treatment in employment;
ii. implied or explicit threat of detrimental treatment in employment;
iii. implied or explicit threat about the present or future employment status;
iv. interference with the person's work or creating an intimidating or offensive or hostile work environment;
v. Humiliating treatment likely to affect an employee's health or safety.

j. The above examples and words used are for educational purposes and shall not at all limit the meaning of Sexual Harassment. The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is


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important to note that whether sexual harassment has occurred or not, does not depend on the intention of the person committing the unwelcome act, but on the experience of the aggrieved employee or impact on the aggrieved employee.

k. "Workplace" includes any department, organization, undertaking, establishment, enterprise institution, and office or branch unit. 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.

**5.0 Composition Of The Internal IC (IC)**

The composition of the committee will be as The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013. The members of the committee shall be changing from a maximum of three years before a new committee is formed.

A. The Internal IC shall constitute minimum of the following persons:
   i. A Woman Presiding Officer
   ii. Minimum two members from amongst the employees
   iii. One external member who is familiar with the issues related to Sexual Harassment or amongst the non-government organizations or associations

Provided that at least one half of the total members of IC shall be women. The Presiding Officer and every member of the IC shall hold office for such period, not exceeding three years, from the date of nomination as may be specified by the Company.

B. The IC is responsible for:
   i. Investigating every formal written complaint of sexual harassment
   ii. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
   iii. Discouraging and preventing sexual harassment at workplace.

C. A quorum of minimum three (3) IC members is required to constitute a valid meeting of the IC, the Presiding Officer, the external member and one another member of the IC.

D. Meetings of the IC may be held in person, over the phone or through video conferencing facilities.

**6.0 Filing of a Complaint**

a. If any aggrieved employee believes that she/ he has been subjected to sexual harassment, such aggrieved employee may file a written complaint with any member of the IC or send an email to hrd@pricol.com within three (3) months from the date of incident or in case of series of incidents, within a period of three (3) months from the date of last incident.


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b. The IC for the reasons to be recorded in writing extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the aggrieved employee from filing a complaint within the said period.

c. In case the complaint cannot be made in writing the Presiding Officer or any member of the IC, as the case may be, shall render all reasonable assistance to the aggrieved employee for making the complaint in writing. Where the aggrieved employee is unable to make a complaint on account of its physical or mental incapacity or death in that case his/her legal heir can file complaint.

d. The IC may, before initiating an inquiry and at the request of the aggrieved employee take steps to settle the matter between the aggrieved employee and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.

e. Where a settlement is arrived, no further inquiry shall be conducted by the IC, as case may be. The IC shall provide the copies of the settlement as recorded to the aggrieved employee, respondent and the Company, for records.

f. In case the conciliation fails to arrive at a settlement or if the aggrieved employee informs the IC that the terms and conditions of the settlement have not been complied with the terms and conditions of conciliation, in that case IC can initiate the Complaint against who failed to comply.

**7.0 Process of Enquiry**

a. The IC will ask the aggrieved employee to prepare a detailed statement of incidents/allegations. The aggrieved employee may be required to submit six (6) copies of the complaint along with supporting documents and the names and addresses of the witnesses. The statement of allegations will be shared with the respondent within seven (7) working days.

b. The respondent will be asked to prepare a response to the statement of allegations, along with the list of documents and names and addresses of the witnesses and submit to the IC within a period not exceeding ten (10) working days.

c. The statements and other evidence obtained in the inquiry process will be considered confidential.

d. The IC will organize verbal hearings with the complainant and the respondent, in accordance with the principle of natural justice.

e. During the course of inquiry, the IC shall make a copy of the findings available to both the parties enabling them to make representations against the findings before the IC.

f. The IC will take testimonies of other relevant persons and review the evidence wherever necessary. The IC should ensure that sufficient care is taken to avoid any retaliation against the witnesses.

g. During the inquiry process, the complainant and the respondent shall refrain from any form of threat, intimidation or influencing of witnesses.


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h. The IC will conduct inquiry in accordance with the practices of natural justice, i.e. the Complainant will be offered to the respondent for cross-examination and vice versa.

i. The IC will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.

j. The IC will ensure confidentiality during the inquiry process and will ensure that in the course of investigating a complaint.

k. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

l. Upon completion of the investigation, both parties will be informed of the results of the investigation.

m. The IC will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. In this regard the IC will also have the discretion to make appropriate interim recommendations in relation to a respondent person (pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.

n. The IC shall have the right to terminate the inquiry proceedings or to give ex-parte decision on the complaint, if the aggrieved employee or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearing convened by the presiding officer, provided fifteen (15) days advance notice is provided to the party concerned, provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

o. The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

p. For the purpose of making an inquiry, the IC shall have the same powers as are vested in the civil court under Code of Civil Procedure, 1908.

q. The IC will investigate and prepare an enquiry report with recommendations within ninety (90) days. The parties to the complaint shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the IC.

**8.0 Decision and Action**

a. During the pendency of inquiry, on a written request made by the aggrieved employee, the IC, may recommend to the Company to

   i. transfer the aggrieved employee or the respondent to any other workplace; or

   ii. grant leave to the aggrieved employee; or

   iii. grant such other relief to the aggrieved employee as may be prescribed.


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iv. The leave granted to the aggrieved employee under this section shall be in addition to the leave he/she would be entitled to otherwise if the case is proved.

b. Once the investigation is completed, the IC shall provide a report of its findings to the Company, within ten (10) days from the date of completion of the inquiry and such report shall be made available to the concerned parties. The Company shall act upon the recommendation of the IC with sixty (60) days of receipt of the report of the IC.

c. The IC shall make a determination will be made regarding the validity of the harassment allegations. If it is determined that the harassment has not occurred, it shall recommend to the Company that no action is required to be taken in this matter. If it is determined that harassment has occurred; prompt, remedial action will be taken. The IC will share the investigation details and the findings thereof with the appropriate person or department and agree on the applicable disciplinary action. This may include some or all of the following

i. Restore any lost terms, conditions or benefits of employment to the Aggrieved Employee.

ii. Discipline the respondent. This discipline can include deduction from the salary or wages the amount to be paid to the Aggrieved Employee, demotion, suspension, and termination

d. The disciplinary action will be carried out by the concerned department. Such disciplinary action may even include transfer, demotion or termination. All related documents will be maintained in the employee's folder, ensuring confidentiality

**9.0 Determination Of Compensation**

For the purpose of determining the sums to be paid to the aggrieved employee, the IC shall have to regard the following:

i. the mental trauma, pain, suffering and emotional distress caused to the aggrieved employee;

ii. the loss in the career opportunity due to the incident of sexual harassment; medical expenses incurred by the victim for physical or psychiatric treatment;

iii. the income and financial status of the respondent; and

iv. Feasibility of such payment in lump sum or in instalments.

**10.0 Appeal**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within 90 days of the recommendations being given


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**11.0 Treatment Of False Complaints/ Allegations**

Where the IC arrives at the conclusion that the allegation against the respondent is false or malicious or the aggrieved employee has made the complaint knowing it to be false or the aggrieved employee has produced forged or misleading documents / evidence, such behaviour will be construed as a major misconduct and will be liable for disciplinary action, including termination of services

**12.0 Consensual Sexual Relationships At Workplace**

Company discourages any kind of romantic or sexual relationships amongst its employees as such relationships could lead to conflicts of interest at work. However, in the best interest of all concerned, if any of such relationships, particularly between a member of management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person); the involved parties should notify Management of the Company so that the reporting chain can be altered to ensure that no direct or indirect reporting relationship continues.

**13.0 Confidentiality**

The Company understands that it is difficult for the complainant to come forward with a complaint of sexual harassment and recognizes the complainant's and the respondent's interest in keeping the matter confidential. To protect the interests of the complainant, the accused person and others who may report incidents of Sexual Harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances

**14.0 Protection Against Retaliation**

The Company is committed to ensuring that no employee who brings forward a Sexual Harassment concern is subject to any form of retaliation. Any retaliation will be subject to disciplinary action including termination.
The Company will ensure that the complainant/respondent or witnesses are not victimized or discriminated against while dealing with complaints of Sexual Harassment.
However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue, or providing or corroborating false evidence) will be subject to disciplinary action under Company Policy, including termination

**15.0 Act Vs Policy**

This Policy shall be governed by The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Except for this Policy being gender neutral and applicable equally to men and women employees of the Company and the corresponding provisions thereunder, in case of any inconsistencies between the Act and the Policy, the Act shall prevail. The Act, any amendments to the Act,


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rules framed thereunder shall become applicable as and when they become effective and shall supersede the terms mentioned in this Policy.

**16.0 Posh Policy Vs Other Polices**

If the complaint made by the Complainant is not in the nature of sexual harassment, then the IC may direct the complainant to any other appropriate forum or any other policy of the Company prevalent in place from time to time.

**17.0 Disclaimer/Note:**

**This Policy is subject to revision from time to time. In case of any ambiguity or lack of clarity, please check with the IC members or HR partners. The Management of the Company reserves the rights of any deviation or exception in this Policy.**


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