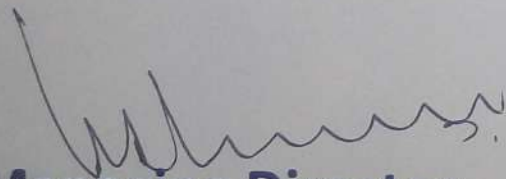




SEXUAL HARASSMENT POLICY

- ❖ Flamingo recognize the need to protect all its employees from Sexual Harassment and shall create professional working environment to foster mutual respect and appreciation.
- ❖ Flamingo shall create Committee to receive the Complaints and shall ensure a fair and just investigation.
- ❖ It is the obligation of all employees to report sexual harassment experienced by them personally. A concerned co-worker may also inform the Complaints Committee of any instance or behavior of sexual harassment by a co-worker towards another employee
- ❖ The concerned employee shall give his complaint in writing to the Chairperson of the Committee giving details of the incident within a week of its occurrence.
- ❖ Once the complaint is received, it will be kept strictly confidential.
- ❖ The person accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
- ❖ The Committee shall ensure that a fair and just investigation is undertaken immediately.
- ❖ Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- ❖ The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will be disciplined accordingly.
- ❖ The victim of sexual harassment shall have the option to seek transfer of the accused or his/her own transfer.
- ❖ **Disciplinary Action:-** Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.
- ❖ **Confidentiality:-** All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.



Managing Director