



Company Policy Handbook

Women's Safety & Sexual Harassment Prevention Policy

Concept Kart is committed to fostering a workplace environment that upholds the dignity, respect, and safety of all female employees, irrespective of gender, age, caste, or any other characteristic. Every female employee has the right to work in an environment free from physical, mental, and verbal abuse. This policy has been instituted to reinforce our commitment to a safe and respectful workplace.

1.1 Workplace Definition

1.1.1 For the purposes of this policy, the "Workplace" includes all locations where company business is conducted. This encompasses the company's physical premises, off-site locations, virtual workspaces, and any setting where business activities, business trips, or company-sponsored events occur.

1.1.2 The company premises are equipped with appropriate security measures to ensure employee safety. These measures include secure entry systems, well-lit parking areas, and surveillance cameras in common areas.

1.2 Sexual Harassment

1.2.1 Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

1.2.2 Concept Kart maintains a strict zero-tolerance policy towards sexual harassment and any form of violence. All incidents of sexual harassment are taken seriously and will not be tolerated under any circumstances.

1.2.3 The following actions are strictly prohibited and constitute sexual harassment:

(a) **Verbal Conduct:** Use of inappropriate language, degrading or derogatory remarks, mockery of personal or physical characteristics, epithets, or sexually suggestive comments.

(b) **Written Conduct:** Sending inappropriate jokes, comments, or images via print, email, or any other written medium, including graffiti.

(c) **Visual Conduct:** Display or circulation of derogatory cartoons, drawings, posters, or inappropriate gestures.

(d) **Physical Conduct:** Making unwelcome advances, gestures, or any other physical behavior of a sexual nature towards another employee.

1.3 Reporting Procedure

1.3.1 Any female employee who believes she has been subjected to, or has witnessed, verbal, mental, or sexual harassment is encouraged to report the incident immediately to Kusum Lama.

All complaints will be handled with the utmost confidentiality and investigated promptly and thoroughly.

1.3.2 Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

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