

PREVENTION OF SEXUAL HARASSMENT POLICY (POSH)

DGP NETWORK SOLUTIONS PRIVATE LIMITED

1. INTRODUCTION:

This Prevention of Sexual Harassment Policy (POSH Policy) of DGP Network Solutions Private Limited is adopted by the Company to ensure that the work environment at all its locations is conducive to fair, safe and harmonious relations between employees. Discrimination and harassment of any type/form is strictly prohibited. DGP places high importance in creating a discrimination free workplace and any violation of any form is not tolerated as part of our employee practices.

DGP also ensures that no employee is at disadvantage by the way of gender discrimination. This POSH Policy therefore enunciates the Company's approach to the issue of sexual harassment and the procedure for dealing with any incidence of the same. DGP Solutions is committed to provide all employees an environment free of any kind of harassment based on race, color, sex, religion or sexual orientation. A manager may not date or have a romantic relationship with a subordinate or who reports through his or her management chain, even when the relationship is voluntary and welcome on the part of both the manager and the subordinate. This prohibition is to preclude the appearance of favoritism, which would conflict with DGP's merit system.

2. Scope of POSH Policy:

2.1 POSH Policy is applicable to all employees, regardless of their position and place of employment or engagement, including all regular employees, workmen, temporary employees, trainees, full-time consultants, ad hoc employees, daily wage earners, probationers, apprentices, at its workplace or at visit to partner organizations, whether such employees are working for remuneration or on a voluntary basis.

2.2 POSH Policy is not restricted to 'DGP' office premises only, but extends to all employees wherever such employees have occasion to interact with each other, including for example, off site meetings, phone calls, and any place where the employees carry out their official duties and responsibilities, including work from home.

3. Objective of POSH Policy:

The Company aims to totally prohibit any form of sexual harassment in the way employees behave with each other. This would also include complaints relating to instances outside of the workplace pertaining strictly to official duty. This applies equally to all employees of DGPs. Any incident of sexual harassment will be taken extremely seriously and complaint of this nature will be immediately investigated and appropriate action will be taken against the offending employee/s. Such action will depend on the nature and seriousness of the offence and will include strict disciplinary action including and up to termination of services.

4. Definition(s):

- **"Complainant"**: person whether employed or not, who alleges sexual harassment.
- **"Employee"**: all categories of employees (regular, temporary, ad-hoc, daily wage, trainee, consultant).
- **"Employer"**: DGP Network Solutions Private Limited; • **"ICC"**: Internal Complaints Committee.
- **"Retaliation"**: any negative employment action against an employee who has filed a complaint or assisted in investigation.
- **"Sexual Harassment"**: any unwelcome sexual behavior including: a) Physical contact & advances; b) Demand for sexual favors; c) Sexually colored remarks; d) Showing pornography; e) Prolonged staring / looking; f) Sexist/smuggy jokes; g) Display of offensive pictures; h) Inquiries about sex life; i) Flirtation & advances; j) Offensive gestures; k) Unwanted attention; l) Phone calls with sexual overtones; m) Unsavoury remarks; n) Sexual assault; o) Malicious touching; p) Derogatory remarks; q) Repeatedly asking to socialize off-duty; r) Questions on private life; s) Sexually suggestive gifts; t) Fondling; u) Personal space invasion; v) Stalking; w) Rumor-mongering; x) Hostile workplace creation; y) Threats & intimidation.
- **Additional Circumstances**: a) Promise of preferential treatment; b) Threat of detrimental treatment; c) Threat to employment status; d) Hostile work environment; e) Humiliating treatment affecting safety.
- **"Virtual Harassment"**: inappropriate sexual harassment through WhatsApp, Facebook, Instagram, Twitter, video calls, sexist jokes, odd-hours calls.
- **"Workplace"**: offices, branches, client locations, and places visited during official employment.

5. Process for Dealing with incidents of Sexual Harassment:

- Written complaint to ICC at hr@dgpnetworksolutions.com within 30 days of incident.
- ICC conducts confidential inquiry protecting sensibilities. Complainant may remain anonymous. Natural justice followed.
- Recommendations for action: (a) Formal apology, (b) Counselling, (c) Written warning, (d) Transfer, (e) Termination.
- ICC completes inquiry within 30 days and submits recommendation within 10 days.
- Management executes necessary action. Criminal offenses referred to authorities where legally advised.
- Victim career interests protected. Blatantly false/malicious complaints face strict disciplinary action.
- Anonymous complaints examined by Location Senior Manager / SBU Head. Lack of documentary proof does not invalidate complaint.

6. Protection against Retaliation:

If an Employee experiences any retaliation, victimization or threats, report immediately to hr@dgpnetworksolutions.com. DGPs strictly prohibits retaliation; violators face immediate termination.

7. Malafide Complaints:

Wrongful allegations, forging proof or publicizing incidents maliciously will result in strict disciplinary action including termination.

8. Confidentiality:

All inquiries, complaints and proceedings of ICC are strictly confidential on a need-to-know basis.

POSH POLICY ACKNOWLEDGEMENT & ZERO TOLERANCE DECLARATION**MANDATORY FORM**

I hereby solemnly affirm that I have read, understood and agree to strictly comply with all clauses of this Policy.

Employee Full Name	_____
Employee ID / Designation	ID: _____ Designation: _____
Department / Base Location	Dept: _____ Location: _____

SIGNATURE OF EMPLOYEE

(Affix Physical Signature / Stamp Digital E-Sign Here)

Date: ____ / ____ / 2026

Place: _____

DGP CORPORATE AUTHORIZED SEAL

UMESH AHIRWAR

Digitally Signed by Umesh Ahirwar

DGP Network Solutions Pvt. Ltd.

Authorized Signatory - POSH Presiding Officer

Status: Statutorily Verified & Approved

Authority: Head - HR Operations

Base Office: Gujarat, India