



## **POLICY FOR PREVENTION OF SEXUAL HARASSMENT** **POSH POLICY**

### **1.0 POLICY**

- 1.1 PTC Watertech LLP is committed to fostering a professional work culture grounded in respect, equality, and safety for all employees. The organization maintains a zero-tolerance approach to sexual harassment in any form, ensuring a workplace where every individual is treated with dignity and fairness.
- 1.2 The Company affirms that any act of sexual harassment, whether occurring within office premises or during work-related events, meetings, or field assignments, is a serious misconduct and shall invite disciplinary action including termination or legal proceedings, as applicable.
- 1.3 This policy is enacted under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the accompanying rules (collectively referred to as "the Act"). The policy is applicable to all employees—permanent, temporary, part-time, interns, and consultants—regardless of gender or location of work.
- 1.4 The policy defines procedures to prevent, prohibit, and redress complaints of sexual harassment in the workplace, and lays out the role and functioning of the Internal Committee (IC) constituted for redressal in compliance with the Act.
- 1.5 The Company also emphasizes that knowingly making a false complaint or providing misleading evidence during an inquiry shall be treated as a violation of this policy and attract strict disciplinary action.

### **2.0 SCOPE & APPLICABILITY**

- 2.1 This Policy applies to all employees of PTC Watertech LLP, including those who are outsourced, on deputation, or temporary—either directly employed or through a third party, including contractors—regardless of whether they work for remuneration or on a voluntary basis.
- 2.2 This Policy is applicable in relation to the prevention, prohibition, and redressal of sexual harassment, which may occur not only within the Company's office premises but also in any location or situation connected to the employee's work duties. This includes client locations, off-site meetings, company events, and even virtual workspaces used during employment.
- 2.3 Sexual harassment is assessed based on the impact it has on the complainant, and not necessarily on the intent of the respondent. It is recognized that sexual harassment can occur:
  - From male to female or female to male;
  - Between individuals of the same gender;
  - At any level of hierarchy.

### **3.0 Definitions**

- 3.1 For the purpose of this policy, "Sexual Harassment" includes but is not limited to the following unwelcome acts or behavior, whether directly or by implication:
  - i. Unwelcome sexual advances, requests or demands for sexual favors, either explicitly or implicitly, in return for employment benefits, promotions, job assignments, evaluations, or any other work-related decisions.







ii. Verbal, non-verbal or physical conduct of a sexual nature including but not limited to:

- Sexually colored remarks, jokes or innuendos;
- Unsolicited letters, phone calls, emails, or messages of a sexual nature;
- Displaying or sharing pornographic or obscene materials;
- Inappropriate stares, gestures, or sounds;
- Unwanted physical contact, molestation, stalking or touching.

iii. Eve teasing, suggestive comments, physical confinement or behavior that intrudes upon a person's privacy or dignity.

iv. Any gesture, act, or conduct with sexual overtones that is unwelcome or offensive to the recipient.

v. Conduct by a person in authority which creates a hostile or intimidating work environment for employees, especially of the opposite sex.

**Note:** This is not an exhaustive list but an indicative one. Any behavior that falls within the meaning of "sexual harassment" under Section 2(n) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 shall be construed accordingly.

3.2 **"Employee"** means any person employed by PTC Watertech LLP, whether full-time, part-time, permanent, probationary, trainee, intern, temporary, on contract or otherwise, including those engaged through third parties or agencies.

3.3 **"Company"** means *PTC Watertech LLP*, a registered Limited Liability Partnership having its registered office at Office No. 101, Gera Garden, Building No.1, Koregaon Park, Pune 411001.

3.4 **"Internal Complaints Committee (ICC)"** refers to the committee constituted by PTC Watertech LLP in accordance with the Act, for the purpose of redressal of complaints of sexual harassment.

3.5 **"Aggrieved Person"** means any employee (irrespective of gender) who alleges to have been subjected to an act of sexual harassment by the Respondent.

#### 4.0 INTERNAL COMPLAINTS COMMITTEE

4.1 In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act"), PTC Watertech LLP shall constitute an Internal Complaints Committee (ICC) at its Corporate Office located at Koregaon Park, Pune, to address complaints of sexual harassment.

4.2 Since PTC Watertech LLP operates from a single office in Pune, the Corporate Office ICC (CO ICC) shall have jurisdiction over all complaints of sexual harassment arising at or in connection with the workplace, including those during business travel, off-site assignments, client locations, virtual/online platforms, or any place connected to the official duties of employees.

4.3 The ICC shall comprise members nominated in accordance with the Act, and include:

- a) A Presiding Officer, who shall be a senior woman employee.
- b) At least two other employees with legal knowledge and/or experience in social work or advocacy.
- c) One external member from an NGO or association committed to the cause of women or familiar with the issues relating to sexual harassment.

4.4 The Presiding Officer and every member of the committee shall hold office for a period of three (3) years from their date of nomination.

4.5 The ICC shall function as a quasi-judicial body and shall be empowered to receive, investigate, and recommend action on complaints of sexual harassment at the workplace as defined under the Act.







- 4.6 The ICC shall ensure confidentiality, impartiality, and adherence to principles of natural justice in all proceedings under this policy.
- 4.7 A quorum of 3 members is required to be present for the proceedings to take place out of which 2 members should be women. The quorum shall include the Presiding Officer
- 4.8 In addition to the handling of complaints of sexual harassment, the ICC is responsible for:-
- Review the complaints in a fair and objective manner
  - Determine the facts of the case with individuals concerned and witnesses if any
  - Be bound by the principals of natural justice and be unbiased in their evaluation

## 5.0 REDRESSAL PROCESS

- 5.1 Any employee who believes that they have been subjected to sexual harassment, either directly or indirectly, may submit a written complaint to any member of the Internal Complaints Committee (ICC) or via email to: [posh.committee@ptcwatertech.com](mailto:posh.committee@ptcwatertech.com). The complaint must be submitted within 3 (three) months from the date of the incident or, in case of a series of incidents, within 3 (three) months from the date of the last incident.

*Provided that the ICC may extend this period by a further 3 (three) months, if it is satisfied that the circumstances prevented timely filing, and records its reasons in writing.*

- 5.2 If the complaint cannot be made in writing, the Presiding Officer or any ICC member shall extend all reasonable assistance to the aggrieved employee to draft a written complaint.
- 5.3 In case the aggrieved employee is unable to make a complaint due to physical incapacity or any other valid reason, the complaint may be submitted by:
- relative or friend;
  - co-worker;
  - or any person who has knowledge of the incident, with the written consent of the aggrieved employee.
- 5.4 The complaint shall be detailed, including:
- a clear narration of the incident(s),
  - supporting documents (if any),
  - and names and contact details of any witnesses.
- 5.5 Upon receipt, the ICC shall **register the complaint** and maintain confidentiality to the extent possible, except where disclosure is required for investigation purposes.
- 5.6 The ICC shall hold its **first meeting with the complainant within 5 to 7 working days**, and not later than one week, from the date of receipt of the complaint.
- 5.7 Before initiating a formal inquiry, and if requested by the aggrieved employee, the ICC may facilitate **conciliation** between the complainant and respondent. However:
- No monetary settlement shall be allowed as the basis for conciliation.
  - If a settlement is reached, it must be signed by both parties and shared with them.
  - Once a valid conciliation is concluded, no further inquiry shall be conducted into the same complaint.
- 5.8 If no settlement is reached, the ICC shall:
- Hear the complainant,
  - Record their allegations, and
  - Permit submission of supporting oral/written/documentary evidence.
- If the complainant is uncomfortable narrating the incident in person, a female ICC member for female complainants, or male ICC member for male complainants shall privately record the statement. The Statement of Allegations will be provided to the respondent within 7 (seven) working days.
- 5.9 The respondent shall submit a **written response within 10 (ten) working days**, including:
- a reply to the allegations,
  - supporting documents, and







c) names and contact details of witnesses (if any).

Thereafter, a formal **enquiry shall be initiated and concluded** as per the Act.

5.10 If the ICC concludes that the complaint **does not fall within the scope** of sexual harassment under the law, or **does not constitute a violation**, the matter shall be dropped after recording reasons in writing.

5.11 If the complaint is found to be **malicious, false or intentionally misleading**, the ICC may recommend **disciplinary action** against the complainant, subject to due inquiry and as per company policy.

## 6.0 ENQUIRY PROCESS

6.1 The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made. The Internal Committee shall have the powers of civil court under the Code of Civil Procedure, 1908. The Committee shall enquire into the complaint in accordance with the Principles of Natural Justice.

6.2 During the pendency of an enquiry, on a written request made by the aggrieved employee, the internal committee may recommend to the company to:

- a) i) to transfer the aggrieved employee or respondent to any other workplace; or
- b) ii) grant leave to the aggrieved employee up to a period of three months; or
- c) iii) grant such other relief to the aggrieved employee as may be prescribed

The leave granted to the aggrieved employee shall be in addition to the leaves he/she would be otherwise entitled.

6.3 If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings.

6.4 If the Complainant desires to tender any documents by way of evidence before the ICC, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the ICC he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

6.5 The ICC shall call upon all witnesses mentioned by both the parties.

6.6 The ICC shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

6.7 The ICC 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.

6.8 The ICC 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 (3) consecutive hearing convened by the Presiding Officer, provided fifteen (15) days advance notice is provided to the party concerned, provided that such termination or exparte order may not be passed without giving a notice in writing, fifteen (15) days in advance, to the party concerned.

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

6.10 The ICC shall complete the "Enquiry" within reasonable period but not beyond 90 days and communicate its findings and its recommendations to the Company within a period of 10 working days from the date of completion of enquiry and such report shall be made available to the concerned parties. The report of the ICC shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.







- 6.11 The ICC shall make a determination 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. The ICC shall share investigation details and the findings thereof with the Head of Human Resources department.
- 6.12 The HR department will act on the recommendation proposed by the Committee within 60 days from the date of receipt.
- 6.13 This policy shall not be used to raise malicious complaints. If the complaint has been made in bad faith, as demonstrated by clear and convincing evidence, appropriate disciplinary action may be taken against the person raising such complaints.
- 6.14 The presiding officer will share the details of all complaints received and redressed with the Company Ombudsman on a quarterly basis.
- 6.15 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

## **7.0 APPEAL**

Any person aggrieved with the recommendations made by the committee/disciplinary action taken by the Company may prefer an appeal to the Appellate Authority constituted by the Company within a period of thirty (30) days from the date of the recommendation. The decision of the Appellate Authority shall be final and binding on all, however the same is without any prejudice to any recourse that the Company or the individual concerned may have to pursue nor shall be precluded from pursuing such further and other legal actions as may be available within a period of sixty (60) days from the date of the decision of appellate authority.

## **8.0 OTHER POINTS TO BE CONSIDERED**

- 8.1 The Company shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- 8.2 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, PTC WATERTech shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- 8.3 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.
- 8.4 The contents of complaints made under the Policy, identity and addresses of the aggrieved employee, respondent and witnesses, any information relating to conciliation and enquiry proceedings, recommendations of the ICC and the action taken by the company shall not be published, communicated or made known to the public, press, media in any manner. Provided that information may be disseminated without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the parties involved.
- 8.5 The Company shall display the notice showing the name of the respective Internal Complaints Committee members at its every location at a conspicuous place.
- 8.6 This policy will be implemented and reviewed by the HR Department. The Company reserves the right to amend, abrogate, modify, rescind/reinstate the entire policy or any part of it at any time.

## **9.0 DUTIES OF EMPLOYER**

- 9.1 The Company shall
- provide a safe working environment at the workplace which shall include safety from the external persons coming into contact at the workplace;
  - display at any conspicuous place in the workplace, the penal consequences of sexual harassments







- c) organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Complaints Committee in the manner as may be prescribed;
- d) provide necessary facilities to the Internal Complaints Committee for dealing with the complaint and conducting an inquiry;
- e) assist in securing the attendance of respondent and witnesses before the Committee;
- f) make available such information to the Internal Complaints Committee as it may require having regard to the complaint made;
- g) provide assistance to the Aggrieved Employee if he/ she so chooses to file a complaint against the respondent in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the Aggrieved Employee so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- i) treat sexual harassment as a level 3 misconduct under the disciplinary policy of the Company and initiate action for such misconduct;
- j) monitor the timely submission of reports by the Committee

#### 10.0 RESPONSIBILITY OF EMPLOYEES

The below is only an indicative list of basic Do's and Don'ts and is in no way intended to be construed as an exhaustive list.

##### Do's

- Know PTC's Policy on Prevention of Sexual Harassment
- Be aware of inappropriate behaviours and avoid the same.
- Say — "NO if asked to go to places, do things or participate in situations that make you uncomfortable.
- Trust your instincts. Walk away from uncomfortable situations.
- Say — "NO to offensive behaviour as soon as it occurs.
- Refrain from taking discriminatory actions or decisions which are contrary to The spirit of this policy.
- Maintain confidentiality regarding any aspect of an inquiry to which they may be party to

##### Don'ts

###### **Verbal harassment:**

- Sexually suggestive comments or comments on physical attributes
- Offensive language that insults or demeans a colleague, using terms of endearment.
- Singing or humming vulgar songs
- Requests for sexual favors, sexual advances, coerced acts of a sexual nature
- Requests for dates or repeated pressure for social contact.
- Discussing sexual activities, sexual prowess or intruding on the privacy of an associates.
- Sexually colored propositions, insults or threats.
- Graffiti in the office premises

###### **Nonverbal harassment:**







- Offensive gestures, staring, leering or whistling with the intention to discomfort another.
- Even if not directly done to a particular individual, uttering a word, making a gesture or exhibiting any object with the intention that such word, gesture, or object be heard or seen by employees
- Sounds, gestures, display of offensive books, pictures, cartoons, magazines, calendars or derogatory written materials at one's workplace.
- Showing or mailing pornographic posters, Internet sites, cartoons, drawings.
- Suggestive letters, phone calls, SMS, electronic instant messaging or email messages

**Physical harassment:**

- Physical contact or advances
- Intentional touching of the body, e.g. Hugs, kisses, brushing, fondling, pinching etc. that make others uncomfortable.
- Any displays of affection that make others uncomfortable or are inappropriate at the workplace

## **11.0 ROLES & RESPONSIBILITIES OF THE POSH COMMITTEE**

The company aims to provide a safe working environment and prohibits any form of sexual harassment. The policy prohibits such occurrences and also details procedures to follow when an employee believes that a violation of the policy has occurred within the ambit of all applicable regulations under Sexual Harassment

### **11.1 INTERNAL COMPLAINTS COMMITTEE**

To specifically address and effectively deal with complaints pertaining to such cases "Internal Complaints Committee" (ICC) shall be formed at Corporate Office (CO) and Regional Office (RO) at Chennai. The CO ICC will cater to complaints of employees in CO, all offices and branches in West and North and RO ICC will cater to complaints of all employees in the South states.

The committee will constitute of the following members nominated by the company from time to time.

- a) Presiding Officer (Chairperson) who shall be a woman employee at a senior level at workplace amongst the employees
- b) Not less than 2 members shall amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- c) One member from amongst Non- governmental organization (NGO) or associations committed to the cause of the women or person familiar with issues relating to sexual harassment.
- d) Provided that, at least one half of the total members so nominated shall be women.

The Presiding Officer and every member of the committee shall hold office for a period of three (3) years from their date of nomination

In addition to the handling of complaints of sexual harassment, the ICC is responsible for:-

- a) Review the complaints in a fair and objective manner
- b) Determine the facts of the case with individuals concerned and witnesses if any
- c) Be bound by the principals of natural justice and be unbiased in their evaluation







A quorum of 3 members is required to be present for the proceedings to take place out of which 2 members should be women. The quorum shall include the Presiding Officer.

### 11.2 REDRESSAL PROCESS

Any employee who feels and is being sexually harassed directly or indirectly, such aggrieved employee may file a written complaint with any member of the committee in their state or send an email to [posh.committee@ptcwatertech.com](mailto:posh.committee@ptcwatertech.com) within a period of 03 months from the date of incident or in case of series of incidents, within a period of 03 months from the date of last incident.

Provided that the Internal Committee may extend the time not exceeding 03 months, for the reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the aggrieved employee from filing a complaint within the said period.

In case the complaint cannot be made in writing the Presiding Officer or any member of the committee, as the case may be, shall render all reasonable assistance to the Aggrieved Employee for making the complaint.

In cases where aggrieved employee is unable to make complaint on account of physical incapacity or under any other circumstances a complaint may be filed by:-

- a) His/her relative or a friend or
- b) His/her co-worker or
- c) Any person who has knowledge of the incident, with the written consent of the aggrieved employee

The complaint needs to be a detailed complaint, along with any documentary evidence available or names of witnesses

The Committee will maintain a record to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

The Committee will hold a meeting with the Complainant within five to seven working days of the receipt of the complaint, but not later than a week.

Once the complaint is received before initiating an enquiry and at the request of aggrieved employee takes step to settle the matter between the employee and respondent through conciliation. However, ICC shall ensure that:-

- 1) No monetary settlement shall be made as a basis of conciliation.
- 2) Where the settlement is arrived at, the settlement terms shall be signed by both parties and shall be provided with a copy of it.

Where a settlement is arrived at no further enquiry shall be conducted by the Internal Committee

If no settlement is arrived, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to







embarrassment of narration of event, a women officer for female employees involved and a male officer for male employees, involved shall meet and record the statement. The Statement of allegations will be shared with the respondent within seven (7) working days.

The respondent will be asked to prepare a response to the statement of allegations along with list of documents and names and addresses of witnesses if any and submit to the ICC within a period not exceeding ten (10) working days from the date of receipt of communication, where after, an "Enquiry" shall be conducted and concluded.

In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Company.

### **11.3 ROLES & RESPONSIBILITIES OF ICC**

- a) The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made. The Internal Committee shall have the powers of civil court under the Code of Civil Procedure, 1908. The Committee shall enquire into the complaint in accordance with the Principles of Natural Justice.
- b) During the pendency of an enquiry, on a written request made by the aggrieved employee, the internal committee may recommend to the company to:
  - 11.3.b.1 To transfer the aggrieved employee or respondent to any other workplace; or
  - 11.3.b.2 Grant leave to the aggrieved employee up to a period of three months; or
  - 11.3.b.3 Grant such other relief to the aggrieved employee as may be prescribed

The leave granted to the aggrieved employee shall be in addition to the leaves he/she would be otherwise entitled.

- c) If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings.
- d) If the Complainant desires to tender any documents by way of evidence before the ICC, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the ICC he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.
- e) The ICC shall call upon all witnesses mentioned by both the parties.
- f) The ICC shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- g) The ICC 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.







- h) The ICC 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 (3) 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 (15) days in advance, to the party concerned.
- i) The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.
- j) The ICC shall complete the "Enquiry" within reasonable period but not beyond 90 days and communicate its findings and its recommendations to the Company within a period of 10 working days from the date of completion of enquiry and such report shall be made available to the concerned parties. The report of the ICC shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- k) The ICC shall make a determination 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. The ICC shall share investigation details and the findings thereof with the Head of Human Resources department.
- l) The HR department will act on the recommendation proposed by the Committee within 60 days from the date of receipt.
- m) This policy shall not be used to raise malicious complaints. If the complaint has been made in bad faith, as demonstrated by clear and convincing evidence, appropriate disciplinary action may be taken against the person raising such complaints
- n) The presiding officer will share the details of all complaints received and redressed with the Company Ombudsman on a quarterly basis.
- o) The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

#### 11.4 APPEAL

Any person aggrieved with the recommendations made by the committee/disciplinary action taken by the Company may prefer an appeal to the Appellate Authority constituted by the Company within a period of thirty (30) days from the date of the recommendation. The decision of the Appellate Authority shall be final and binding on all, however the same is without any prejudice to any recourse that the Company or the individual concerned may have to pursue nor shall be precluded from pursuing such further and other legal actions as may be available within a period of sixty (60) days from the date of the decision of appellate authority.

Yours sincerely,

**Tanaji Takik**  
**Partner – PTC WATERTech LLP**







Date: 30/08/2025

**ICC FORMATION NOTICE/ORDER**

In accordance with the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, we hereby constitute the Internal Committee (IC) for our organization. The primary role of this committee is to address complaints pertaining to sexual harassment at our workplace and ensure a safe and respectful environment for all employees.

The IC shall consist of the following members:

Sr. No.	Full Name	Designation	Contact No.	Email ID
1	Gitanjali Takik	Chairman	HR Head	chairman.posh@ptcwatertech.com
2	Prajakta Motghare	Member	Sr HR	prajktamotghare@gmail.com
3	Dinesh Patil	Member	Project Team Lead	dineshkpatil05@gmail.com
4	Adv. Ganesh Jadhav	External Member	Advocate	advganeshdjadhav@gmail.com

The IC will be responsible for receiving and addressing any complaints of sexual harassment, conducting inquiries in a timely and fair manner, and maintaining confidentiality in all matters. The above-mentioned members are hereby directed to execute their responsibilities as stipulated under the POSH Act. All employees are encouraged to respect and cooperate with the IC in the performance of its duties.

Thank you for your attention to this important matter.

Yours sincerely,

**Tanaji Takik**  
Partner – PTC WATERTECH LLP



For any query, mail us on [posh.committee@ptcwatertech.com](mailto:posh.committee@ptcwatertech.com)

