



Techno Sales Corporation

NOTICE: Prevention of Sexual Harassment (POSH) Policy

This is to inform all employees, partners, interns, consultants, and visitors that **Techno Sales Corporation** maintains a workplace free from sexual harassment in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- Sexual harassment in any form will not be tolerated.
- Complaints can be filed using the **POSH Complaint Form** available with the POSH Coordinator.
- As the firm has fewer than 10 employees, complaints will be addressed by the **Local Complaints Committee (LCC)** constituted by the District Officer.
- The firm's **POSH Coordinator** is: **Name:** Mr Ankush Pawar **Designation:** Partner **Contact:** 8485005254

All employees are encouraged to maintain a respectful and safe workplace. Retaliation against complainants or witnesses is strictly prohibited.

Confidentiality will be maintained throughout the process.

Issued by: Mr Prashnat Tondale

19 December 2025



POSH Complaint Workflow (via LCC)

Step 1: Filing the Complaint

- Employee/Aggrieved person submits a written complaint within **3 months** of the incident (extendable to 6 months if justified).
- Complaint may be filed directly with the **Local Complaints Committee (LCC)** or through the firm's **POSH Coordinator**.

Step 2: Forwarding to LCC

- POSH Coordinator assists the complainant in preparing and forwarding the complaint to the LCC.
- LCC acknowledges receipt of the complaint.

Step 3: Preliminary Assessment

- LCC reviews the complaint to check if it falls under the definition of sexual harassment under the POSH Act.
- If valid, inquiry proceedings are initiated.

Step 4: Notice to Respondent

- LCC sends a copy of the complaint to the respondent within **7 working days**.
- Respondent must submit a reply along with supporting documents/witnesses within **10 working days**.

Step 5: Inquiry Proceedings

- LCC conducts hearings, giving both parties equal opportunity to present evidence and witnesses.
- Proceedings are confidential and recorded.

Step 6: Interim Relief (if required)

- LCC may recommend interim measures such as:
 - Transfer of complainant or respondent.
 - Grant of leave to complainant (up to 3 months).
 - Restricting respondent's access to complainant.

Step 7: Inquiry Report

- LCC completes inquiry within **90 days**.
- Report with findings and recommendations is submitted to the District Officer.

Step 8: Implementation of Recommendations

- District Officer ensures implementation of LCC's recommendations within **60 days**.
- Possible outcomes:
 - Disciplinary action against respondent.
 - Compensation to complainant.

- Counseling/awareness sessions.

Step 9: Closure

- Both parties are informed of the outcome.
- Case is formally closed once recommendations are implemented.

POSH Policy

For Techno Sales Corporation, Partnership Firm

1. Policy Statement

- Techno Sales Corporation is committed to providing a safe, secure, and respectful workplace free from sexual harassment.
- The firm adopts a **zero-tolerance approach** towards sexual harassment and ensures compliance with the POSH Act, 2013.
- This policy applies to all employees, partners, interns, consultants, and any person visiting the workplace.

2. Scope

- Covers all employees (permanent, temporary, contractual, interns, trainees).
- Applies to conduct occurring:
 - Within office premises.
 - During work-related travel, meetings, training, or social gatherings.
 - Through electronic communication (emails, messages, social media).

3. Definition of Sexual Harassment

As per Section 2(n) of the POSH Act, sexual harassment includes:

- Unwelcome physical contact and advances.
- Demand or request for sexual favours.
- Making sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

4. Responsibilities of the Firm

- Ensure awareness of the POSH Act and this policy.
- Display the policy at a conspicuous place in the office.
- Conduct sensitization sessions for employees.
- Provide support to complainants in approaching the **Local Complaints Committee (LCC)**.

5. Complaints Mechanism

Since the firm has fewer than 10 employees, complaints will be addressed through the **Local Complaints Committee (LCC)** constituted by the District Officer under the POSH Act.

- **How to file a complaint:**
 - Written complaint to be submitted within **3 months** of the incident (extendable to 6 months if justified).
 - Complaint may be submitted directly to the LCC or routed through the firm's designated POSH Coordinator.
- **POSH Coordinator (Internal Contact Person):**

- The firm shall nominate one senior partner/employee as the **POSH Coordinator** to assist complainants in filing complaints with the LCC.
- The Coordinator will maintain confidentiality and provide logistical support.

6. Redressal Process

- The LCC will conduct inquiry as per the POSH Act.
- Both parties will be given an opportunity to present their case.
- The LCC may recommend:
 - Disciplinary action against the respondent.
 - Compensation to the complainant.
 - Counseling or awareness sessions.

7. Confidentiality

- Identity of complainant, respondent, witnesses, and details of proceedings will be kept strictly confidential.
- Breach of confidentiality will attract disciplinary action.

8. Protection Against Retaliation

- No employee shall be victimized for filing a complaint.
- Retaliation in any form (demotion, threats, exclusion) will be treated as misconduct.

9. Awareness & Training

- Annual awareness sessions for all employees.
- Circulation of this policy via email and display on notice boards.
- Induction training for new employees.

10. False Complaints

- Malicious or false complaints will attract disciplinary action.
- However, inability to substantiate a complaint does not automatically mean it is false.

11. Roles & Responsibilities

- **Employees:** Maintain respectful conduct, report incidents promptly.
- **POSH Coordinator:** Assist complainants, liaise with LCC, ensure awareness.
- **Partners:** Ensure compliance, provide resources for awareness and redressal.

12. Review & Amendment

- This policy will be reviewed annually.
- Amendments will be made in line with updates to the POSH Act or government notifications.



