

	GREENEX ENVIRONMENTAL PRIVATE LIMITED	Issue No./Dt. : 01/01.04.2023
	Human Resources & Administration	Rev. No./Dt. : 00/01.04.2023
	Anti-Discrimination, Equal Opportunity & Anti-Harassment Policy	

1. Purpose

Greenex Environmental Private Limited is committed to maintaining a professional, respectful, inclusive and safe workplace where all employees are treated with dignity, fairness, and respect.

The purpose of this policy is to:

- Prevent discrimination, harassment, bullying, retaliation, and inappropriate workplace behaviour
- Promote equal employment opportunities and fair treatment
- Foster a diverse, inclusive, and respectful workplace culture
- Ensure compliance with applicable labor and human rights laws
- Support employee wellbeing, safety, and ethical business conduct

Greenex Environmental believes that diversity, equality, and inclusion contribute significantly to organizational growth, innovation, sustainability performance, and employee engagement.

2. Scope

This policy applies to:

- All employees
- Directors and management personnel
- Contractual and temporary workers
- Consultants and interns
- Contractors and third-party personnel working on behalf of the company
- Visitors interacting with employees or company representatives

The policy applies across:

- Company offices
- Client locations
- Field visits and project sites
- Business travel
- Online meetings and digital communication platforms
- Work-related social events and interactions

3. Roles and Responsibilities

Stakeholder	Responsibilities
Top Management	Promote workplace equality, approve policy implementation, ensure legal compliance, and foster an inclusive culture.
Human Resources (HR)	Handle complaints confidentially, conduct awareness programs, maintain records, and monitor policy compliance.
Managers & Supervisors	Ensure respectful team conduct, address workplace concerns promptly, and support fair employment practices.
Employees	Treat others respectfully, avoid inappropriate conduct, report concerns responsibly, and comply with company policies.
Internal Complaints Committee (ICC)	Investigate sexual harassment complaints fairly, impartially, and confidentially in accordance with applicable law.
Contractors & Third Parties	Follow company standards relating to professional behaviour, workplace respect, and ethical conduct.

4. Rules, Regulations & Legal References

This policy is developed considering applicable Indian labour laws, workplace regulations, and internationally recognised human rights principles, including:

Applicable Laws & Regulations
The Constitution of India – Equality and Fundamental Rights Principles

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
The Occupational Safety, Health and Working Conditions Code, 2020
The Code on Wages, 2019
Equal Remuneration principles under Indian labour legislation
Applicable labour, employment, and workplace conduct regulations in India
International Labour Organisation (ILO) principles relating to equality, dignity, and workplace safety

5. ESG, SDG & GRI Linkage

United Nations Sustainable Development Goals (SDGs)

SDG	Linkage
SDG 5 – Gender Equality	Promote equal opportunity and eliminate workplace discrimination and harassment.
SDG 8 – Decent Work and Economic Growth	Support safe, respectful, inclusive, and ethical workplaces.
SDG 10 – Reduced Inequalities	Encourage diversity, inclusion, and fair treatment practices.
SDG 16 – Peace, Justice and Strong Institutions	Promote ethical conduct, transparency, accountability, and grievance redressal mechanisms.

Global Reporting Initiative (GRI) Linkage

GRI Standard	Relevance
GRI 2 – General Disclosures	Organisational governance, ethics, and workplace practices.
GRI 401 – Employment	Fair employment and employee welfare practices.
GRI 405 – Diversity and Equal Opportunity	Diversity, inclusion, and equal opportunity commitments.
GRI 406 – non-discrimination	Prevention of discrimination and workplace misconduct.

GRI 408 – Child Labor	Ethical labour and human rights practices.
GRI 412 – Human Rights Assessment	Human rights due diligence and workplace protections.

6. Policy Statement

Greenex Environmental Private Limited is committed to maintaining a workplace free from discrimination, harassment, retaliation, intimidation, bullying, and any form of unethical or inappropriate conduct.

The company adopts a zero-tolerance approach toward:

- Workplace discrimination
- Sexual harassment
- Verbal, physical, emotional, or psychological abuse
- Bullying, intimidation, and victimisation
- Offensive language, gestures, jokes, or behaviour
- Retaliation against individuals reporting concerns in good faith

All employment-related decisions, including recruitment, compensation, promotions, training, performance evaluations, transfers, disciplinary measures, and career advancement, shall be based solely on:

- Merit
- Qualifications
- Skills and competencies
- Professional conduct
- Experience
- Business requirements

Greenex Environmental is committed to promoting diversity, inclusion, equality, dignity, fairness, mutual respect, and professional behaviour across all business operations and workplace interactions.

7. Equal Opportunity Commitment

Greenex Environmental provides equal employment opportunities without discrimination based on:

- Gender or gender identity
- Age
- Religion or belief
- Race, ethnicity, caste, or nationality
- Disability or medical condition
- Marital or family status
- Sexual orientation
- Language or socio-economic background
- Political opinion
- Pregnancy or maternity status
- Any legally protected characteristic

The company is committed to:

- Fair recruitment and promotion practices
- Equal access to training and development opportunities
- Inclusive leadership and participation
- Transparent employment practices
- Elimination of workplace bias and unfair treatment

No employee or applicant shall face discrimination, exclusion, or disadvantage on prohibited grounds.

8. Discrimination

Discrimination refers to unfair, unequal, biased, or prejudicial treatment toward an individual or group based on protected characteristics.

Examples include:

- Unfair denial of employment opportunities

- Unequal compensation or benefits without justification
- Exclusion from training, projects, or promotions
- Offensive remarks, stereotypes, or discriminatory comments
- Biased evaluations or employment decisions
- Unequal workload allocation or treatment

Discriminatory behaviour in any form is strictly prohibited and may result in disciplinary action.

9. Harassment and Workplace Misconduct

Harassment includes any unwelcome conduct that creates an intimidating, hostile, humiliating, offensive, or unsafe work environment.

Examples include:

- Verbal abuse or offensive comments
- Threats or intimidation
- Bullying or repeated humiliation
- Discriminatory jokes or slurs
- Offensive emails, messages, or online behaviour
- Inappropriate gestures or physical conduct
- Psychological or emotional harassment

Greenex Environmental strictly prohibits workplace harassment in all forms.

10. Sexual Harassment

Greenex Environmental maintains zero tolerance toward sexual harassment and inappropriate behaviour of a sexual nature.

Sexual harassment may include:

- Unwelcome physical contact or advances
- Requests for sexual favors

- Sexually suggestive comments or jokes
- Sharing inappropriate images, videos, or messages
- Repeated unwelcome communication
- Conduct creating a hostile or offensive environment

All complaints relating to sexual harassment shall be handled fairly, confidentially, and in accordance with applicable Indian laws and company procedures.

11. Complaint Reporting, Grievance Mechanism and Investigation

Greenex Environmental Private Limited encourages employees and stakeholders to report workplace concerns, grievances, unethical conduct, discrimination, harassment, retaliation, or any behaviour inconsistent with this policy without fear of intimidation or retaliation.

The company is committed to maintaining a fair, accessible, transparent, confidential, and responsive grievance mechanism that enables employees to raise concerns safely and responsibly.

11.1 Reportable Concerns

Employees are encouraged to report concerns related to:

- Discrimination
- Harassment
- Sexual harassment
- Bullying or intimidation
- Retaliation or victimisation
- Workplace misconduct
- Unethical or inappropriate behavior
- Violation of company policies or professional conduct standards

11.2 Grievance Reporting Channels

Concerns or complaints may be reported through any of the following channels:

Reporting Channel	Description
Human Resources (HR)	Employees may directly report concerns to HR representatives confidentially.
Reporting Manager / Supervisor	Concerns may be escalated through immediate reporting lines where appropriate.
Senior Management	Employees may approach senior leadership where escalation is required.
Internal Complaints Committee (ICC)	Sexual harassment complaints may be reported to the Internal Complaints Committee in accordance with applicable law.
Written Complaint / Email	Complaints may be submitted through the company's documented communication channels.

The company shall make reasonable efforts to ensure that employees can raise concerns without fear of retaliation, discrimination, or adverse treatment.

11.3 Investigation Process

All reported complaints and grievances shall be handled professionally, objectively, fairly, and confidentially.

Greenex Environmental shall:

- Acknowledge complaints in a timely manner
- Conduct impartial and unbiased investigations
- Review relevant evidence, documentation, and witness statements
- Maintain confidentiality throughout the investigation process
- Ensure all parties are treated respectfully and fairly
- Take corrective or disciplinary action where violations are confirmed
- Maintain investigation records appropriately and securely
- Protect complainants, witnesses, and participants from retaliation

Investigations shall be conducted in accordance with principles of natural justice, fairness, confidentiality; and applicable legal requirements.

Where necessary, the company may appoint independent personnel or committee members to support the investigation process.

False, intentionally misleading, or malicious complaints made in bad faith may also result in disciplinary action.

12. Remediation and Corrective Action Procedure

Greenex Environmental is committed not only to addressing workplace complaints but also to implementing appropriate remediation and corrective measures to prevent recurrence and strengthen workplace culture.

Following investigation outcomes, the company may implement corrective and remediation measures, including:

Remediation Area	Corrective Measures
Employee Protection	Immediate steps to protect affected employees from further misconduct or retaliation.
Behavioral Correction	Counselling, coaching, awareness training, or mandatory behavioural improvement programs.
Workplace Intervention	Team discussions, mediation, supervision improvements, or workplace culture interventions.
Disciplinary Action	Warnings, suspension, reassignment, termination, or legal escalation, depending on severity.
Policy Improvement	Review and enhancement of workplace procedures, controls, or reporting mechanisms.
Training & Awareness	Additional awareness programs on ethics, inclusion, anti-harassment, and professional conduct.
Monitoring & Follow-Up	Follow-up reviews to ensure corrective actions are effective and issues do not recur.

The company shall make reasonable efforts to restore a respectful, safe, and professional working environment following the resolution of the complaint.

13. Disciplinary Action

Violation of this policy, company values, workplace ethics, or applicable legal obligations may result in disciplinary action proportionate to the nature, severity, and impact of the misconduct.

Disciplinary measures may include:

- Verbal warning
- Written warning
- Mandatory counselling or corrective training
- Performance improvement measures
- Suspension from duties or workplace access
- Reassignment of responsibilities where appropriate
- Termination of employment or contractual relationship
- Legal action or reporting to authorities, where applicable

Serious violations involving harassment, discrimination, retaliation, threats, violence, or repeated misconduct may result in immediate escalation of disciplinary action.

14. Awareness and Training

Greenex Environmental shall conduct periodic awareness and training programs to strengthen employee understanding of workplace ethics, equality, inclusion, respectful conduct, and grievance reporting mechanisms.

Training programs may include:

- Workplace ethics and professional behavior
- Diversity, equality, and inclusion awareness
- Prevention of discrimination and harassment
- Prevention of sexual harassment (POSH) awareness
- Respectful communication and workplace conduct
- Grievance reporting and complaint handling procedures
- Employee rights and responsibilities

- ESG and human rights awareness

The company may conduct:

- Employee induction training
- Refresher awareness sessions
- Leadership and managerial awareness programs
- Mandatory compliance training

Employees are expected to actively participate in mandatory awareness and training initiatives.

15. Confidentiality

Greenex Environmental shall maintain strict confidentiality regarding all complaints, grievance reports, investigations, discussions, records, and corrective actions associated with workplace misconduct matters.

The company shall:

- Protect the privacy and dignity of affected individuals
- Limit disclosure of information to authorised personnel only
- Maintain investigation records securely
- Avoid unnecessary disclosure of sensitive information
- Ensure confidentiality obligations are maintained throughout and after investigations

Confidential information shall only be disclosed on a legitimate need-to-know basis or where required under applicable laws or legal proceedings.

Unauthorised disclosure of confidential information related to complaints or investigations may result in disciplinary action.

16. Objectives and Targets

Objective Type	Targets
Workplace Culture	Promote a respectful, inclusive, ethical, and discrimination-free workplace culture.

Employee Awareness	Ensure employees understand workplace conduct expectations, reporting channels, and grievance procedures.
Training Target	Conduct periodic anti-harassment, ethics, diversity, and workplace conduct awareness programs.
Complaint Management	Address complaints promptly, fairly, objectively, and confidentially.
Employee Protection	Maintain zero tolerance toward retaliation, victimisation, or workplace intimidation.
Continuous Improvement	Strengthen grievance handling procedures and workplace culture through periodic review and monitoring.

17. Policy Review

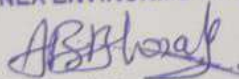
This policy shall be reviewed periodically and updated as necessary to ensure:

- Continued compliance with applicable Indian laws and regulations
- Effectiveness of grievance mechanisms and remediation procedures
- Continuous improvement in workplace culture, employee wellbeing, and ethical conduct standards
- Strengthening of diversity, inclusion, and equality practices within the organisation

Document history and change record

Date	Version	Summarised the details of the change
1/04/2024	01	----

GREENEX ENVIRONMENTAL PRIVATE LIMITED


Authorized Signatory:

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Managing Director , Greenex Environmental Pvt. Ltd.

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