

FINOVA CAPITAL PRIVATE LIMITED
PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

Finova Capital Private Limited (hereinafter referred to as "the Company") is committed to make its workplace a great place to work, which entails promotion of an environment of openness, safety and sensitivity for all employees.

As per the requirement of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ["POSH Act"] read with Rule 13 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ["POSH Rules"] an Internal Complaint Committee ("ICC" or "Committee") has been constituted, for time-bound Redressal of the complaint made by the woman, with the following members as under:

S.no	Name	Designation	E-mail	Contact Details
1	Mrs. Fhoner Sharma	Presiding Officer	fhoner@finova.in	0141-4118265
2	Mr. Arvind Bhan	Member	abhan@finova.in	0141-4118274
3	Mr. Virender Singh	Member	vsingh@finova.in	0141-4118282
4	Ms. Sumeeti Mittal	Member	sumeeti@thepsi.com	0141-6690000

- An Aggrieved Woman shall make a complaint in writing comprising of such number of copies along with supporting documents and names and address of the witnesses, if any to the Committee.
- Time limit of making complaint- 3 Months or can be extended at the discretion of the Committee.
- Complaint shall be send to the respondent within 7 days and in correspondence, the respondent shall reply within 10 working days.
- On account of any physical or mental incapacity her relative or friend or her co-worker and in case of death, any person having knowledge of it, with written consent of her Legal heir.
- If PO determines the act of Sexual Harassment, Presiding Officer shall proceed further and in case of settlement, no further enquiry shall be conducted.
- The Committee shall conduct such inquiry in a timely manner in accordance with the principles of natural justice and should give opportunity of being heard to both the parties.
- The Committee may terminate the inquiry proceedings or give an ex-parte decision, if the complainant or respondent fails, without sufficient cause to present himself or herself for three consecutive hearings, by giving a written notice of fifteen days in advance to the parties concerned.
- In case of false complaint appropriate disciplinary action by the Management shall be taken.
- The parties shall not be allowed to bring in any legal practitioner or represent them in their case at any stage of the proceedings before the ICC.
- ICC should ordinarily complete inquiry and make its formal recommendations within 30 days of receipt of complaint or within such extended time if warranted by the issues involved in the complaint. In all cases inquiry has to be completed within a period of 90 days from the receipt of complaint.

FINOVA CAPITAL PVT. LTD.

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Regd. Office : 702, Seventh Floor, Unique Aspire, Plot No.13-14, Cosmo Colony, Amrapali Marg, Vaishali Nagar, Jaipur - 302021
 Corp. Office : Fourth Floor, Unique Aspire, Plot No. 13-14, Cosmo Colony, Amrapali Marg, Vaishali Nagar, Jaipur - 302021

Tel.: 0141-4118202, www.finova.in, E-mail : info@finova.in

