

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

Finova Capital Private Limited (“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 the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with Rule 13 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, an Internal Committee (“IC” or “Committee”) has been constituted, for time-bound redressal of complaint made by a woman, with the following members as under:

S. No.	Name	Designation	E-mail	Contact Details
1.	Ms. Neelam Thawani	Presiding Officer	<a href="mailto:neelam.thawani@finova.in">neelam.thawani@finova.in</a>	0141-4118209
2.	Ms. Fhoner Sharma	Member	<a href="mailto:fhoner@finova.in">fhoner@finova.in</a>	0141-4118709
3.	Mr. Ravi Sharma	Member	<a href="mailto:ravi@finova.in">ravi@finova.in</a>	0141-4118241
4.	Mr. Virender Singh	Member	<a href="mailto:vsingh@finova.in">vsingh@finova.in</a>	0141-4118282
5.	Ms. Deepika Lodha	Member (from NGO)	<a href="mailto:deepika_lodha@yahoo.co.in">deepika_lodha@yahoo.co.in</a>	+91 9784376610

- An Aggrieved Woman shall make a complaint in writing along with supporting documents and names and address of the witnesses, if any to the Committee. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the IC as the case may be, should provide all reasonable assistance to the woman making a complaint.
- Time limit of making complaint- 3 Months or can be extended at the discretion of the Committee.
- IC 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.
- Disciplinary actions may be taken against the guilty employee which shall include written apology, warning, reprimand or censure, withholding promotion, withholding of pay rise or increments, terminating from service or undergoing a counselling session or carrying out a community service.

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