

PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT AT THE 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, 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. Fhoner Sharma	Presiding Officer	posh@finova.in	0141-6950511
2.	Mr. Jaikishan Premani	Member		0141-4118233
3.	Mr. Vipul Tambi	Member		0141-4118215
4.	Ms. Sudipti Arora	External Member		+91 9216035055

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, shall provide all reasonable assistance to the woman for making the complaint in writing.

Time limit of making complaint- Within 3 months from the date of the incident. Provided that the IC may, for reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that circumstances prevented the woman from filing a complaint within the said period.

The IC shall complete the inquiry within a period of 90 days from the date of receipt of the 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, termination from service or undergoing a counseling session or carrying out a community service.

FINOVA CAPITAL PRIVATE LIMITED

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