



Ref: CPCL/HR/2026/Circular-01(I)
March 11, 2026

Anti-Sexual Harassment Policy of CPCL

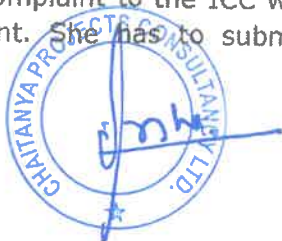
Chaitanya Projects Consultancy Ltd. (CPCL) is committed to provide the work environment that is free from all forms of discrimination where all employees will be treated equal irrespective of their genders, caste, creed & colour. Any form of such discrimination by any employee would be treated as serious misconduct and the CPCL Management will take disciplinary action as deemed fit against the perpetrator.

Sexual Harassment is not only a serious misconduct but criminal offence also, which can destroy human dignity and freedom. In an effort to promote the well – being of women employees at the workplace, the CPCL management has constituted an Internal Complaint Committee under section 4 sub section 2 of the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) act, 2013" and the amendments thereafter. The names and contact details of the CPCL – ICC committee have been tabulated below:

CPCL -Internal Complaint Committee (ICC)			
Designated as	Name	E – Mail ID	Contact No.
Chairperson	Ms. Minakshi Sinha	minakshi.sinha07@gmail.com	9560697224
Member	Ms. Jaya Singh	jaya.singh@cpcmail.in	9599208301
Member	Mr. Diwakar Tiwari	diwakar@cpcmail.in	9911224448
External Member	Ms. Chinmayee Sinha	advocate.chinmayee.sinha@gmail.com	8800352668, 9818488256

Any act of physical contact and advances, a demand or request for sexual favours, making sexually coloured remarks, showing pornography and any other unwelcome physical, verbal or non – verbal conduct of sexual nature against the women employee will come in the ambit of Sexual Harassment. Whereas, workplace is defined as the offices of the CPCL at various locations and any place visited arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

Any of the women employee who face such kind of sexual harassment as mentioned above can make a complaint to the ICC within a period of 3 months from the date of occurrence of incident. She has to submit six copies of the Complaint along with



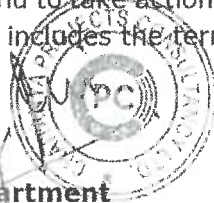


Chaitanya Projects Consultancy Ltd. (CPCL)

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supporting documents, names and addresses of the witnesses to ICC. Appropriate action shall be taken after completion of enquiry by the ICC.

In case, the ICC arrives at the conclusion that the allegation against the Respondent Employee (RE) is malicious and the Complainant Employee (CE) has knowingly made the false complaint and has produced forged or misleading document, the ICC may recommend to take action against the CE as per the provisions contained in the aforesaid act which includes the termination of employment.



HR -Department
(Authorised Signatory)

NOTE:

1. The ICC under the above mentioned act has been constituted on January 01, 2020.
2. The ICC can be reconstituted to fulfil the guidelines mentioned in the aforesaid act.

