



<b>Document Title</b>	<b>GENDER NEUTRAL POSH POLICY</b>
<b>Version</b>	<b>2.3</b>
<b>Purpose</b>	<p>The company has zero tolerance to harassment at workplace and is committed to providing a workplace free of harassment, including sexual harassment. The company is also committed to protect the dignity and respect of every employee.</p> <p>This document is based on the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”, hereinafter known as “the Act” and will form as the guideline for creating a workplace free of sexual harassment. This policy applies to all employees of Outpost hereinafter known as “the Company”, across all its offices in India</p>
<b>Scope</b>	Applies to all employees across all its offices in India.
<b>Date Issued</b>	6 <sup>th</sup> February 2024
<b>Reviewed By</b>	Pallavi Rupanagudi (Cecureus)
<b>Approved By</b>	Pallavi Rupanagudi (Cecureus)

## Revision History and Approval

Date of Change	Version	Reviewer	Summary of Change
28 July 2023	2.0	Pallavi Rupanagudi (Cecureus)	
6 <sup>th</sup> February 2024	2.1	Pallavi Rupanagudi (Cecureus)	Rutvij Barot added as IC member of the committee.
12 <sup>th</sup> September 2024	2.2	Pallavi Rupanagudi (Cecureus)	IC External Member changed
7 <sup>th</sup> November 2024	2.3	Pallavi Rupanagudi (Cecureus)	Nitish Naik Exited the organization



Outpost Visual Effects Private Limited CIN: U92490MH2021FTC367089

Registered Address: 7th Floor Wework, 7-104, North wing, GSTN: 27AADC05603R1ZZ Tower 4, Mrinal Tai Gore Flyover, Goregaon East, Mumbai, Suburban, Maharashtra-400063.



## **GENDER NEUTRAL POSH POLICY (VERSION 2.0)**

### **CONFIDENTIAL & INTERNAL USE**

#### **OUTPOST VFX PVT. LTD**

### **1. Purpose**

- a. **OUTPOST VFX** endeavors to have zero-tolerance for sexual harassment and to ensure safety, security, dignity, rights, and equality of all its employees irrespective of gender.
- b. This Policy has been framed to comply with the legal provisions of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' and its subsequent Rules issued.
- c. The Organization is committed to prevent, prohibit, and provide redressal of instances of sexual harassment to its employees, irrespective of their gender.
- d. This policy provides guidance appropriate disciplinary and otherwise actions as maybe needed to prevent, prohibit, and provide redress sexual harassment issues.
- e. This Policy comes into force with immediate effect.

### **2. Scope**

- 2.1.** This Policy maintains a gender-neutral approach and extends the provisions of 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to all its Employees.
- 2.2.** The Prevention of Sexual Harassment of women at workplace Policy is applicable to all employees of Outpost, which as per section 2 (f) of the Act, means:
  - a. any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent,
  - b. including a contractor with or without the knowledge of thereof the principal employer, whether for remuneration or not, or
  - c. working on a voluntary basis or otherwise,
  - d. whether the terms of employment are expressed or implied and shall include contract worker / probationer / apprentice / Executive Trainee / Management Trainee etc. hereinafter defined as "Employees / Consultants".
  - e. To employers, which as per section 2 (g) of the Act, shall mean any person authorized / designated to be the employer.
- 2.3.** This Policy will make specific references to 'The Act', which are only applicable to women Employees and complainants, as and where required.
- 2.4.** The Policy shall be superseded by 'The Act' where ever the Policy is silent on certain





issues.

### 3. Definitions

- a. **Aggrieved Individual or Complainant**, in relation to a workplace, is a person, of any age, and gender whether an Employees or not, who alleges to have been subjected to any act of sexual harassment.
- b. **Respondent** refers to a person against whom a complaint of sexual harassment has been made by the Aggrieved/Complainant.
- c. **Employee** means a person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or by any other such name at the workplace or at client premises.
- d. **Workplace** includes the premises and offices of the Organization, its affiliates and any place visited by Employees arising out of or during the course of employment including transportation provided by the Organization for undertaking such journey. Additionally, it includes but is not limited to any “Employee” representing the Company, anywhere in India or outside, in existing and potential official engagements, out station travels and conferences, training and capacity building programs, including Organizations engagements, gatherings and parties (considered as extended workplaces of the Organization). Also, all official platforms of communication, (online, offline, client visit and stake holder places) including but not limited to emails, official discussion forums, official WhatsApp group/s, and official telephone conversations with internal or external stakeholders of the Organization will be considered as “workplace” for all Employees and the guidelines of this Policy will extend to them as well. This includes during / after office hours of the Company.
- e. **Employer** refers to any person or board or committee responsible for management, supervision, and control of the workplace, including formulation and administration of policies of the Organization.
- f. **Internal Complaints Committee (“IC”)** refers to the internal redressal committee constituted by the Organization to receive and inquire into complaints pertaining to sexual harassment at workplace incidents and provide its final recommendations to the employer, i.e. management of the Organization for implementation. The details of the current IC members across all locations of the Organization are mentioned in Annexure A of this Policy.
- g. **Management** means Organization’s Officer or Officers/ Nominee or Nominees as may be authorized in this behalf by the Employer to be responsible for implementing the recommendations of the IC within the Organization.



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- h. **“Visitor” or “Third Party”** includes any person who is visiting the Workplace and is not covered by any of the other categories defined by this Policy. For example, guests coming for interviews, meetings, events, programs, or people walking in for meeting existing Employees, etc.
  
- i. **Sexual harassment** means any form of verbal or physical behavior which is unsolicited and unwelcome and interferes with an individual’s work performance by creating an intimidating/insecure working environment.

Unwelcome sexually determined behavior (whether directly or by implication) in any form, such as:

- i. Physical contacts and advances
- ii. A demand or a request for sexual favors
- iii. Sexually colored remarks
- iv. Showing pornography
- v. Any other unwelcome physical, verbal/non-verbal conduct of sexual nature
- vi. Implied or explicit promise of preferential treatment in employment in exchange of sexual favours.
- vii. Implied or explicit threat of detrimental treatment in employment.
- viii. Use of abusive language or any other foul language which shows disrespect towards other Employees.
- ix. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person’s wishes.
- x. Non-verbal behavior such as staring, leering, or gestures.
- xi. Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual.

Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant’s employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem.

**This list is illustrative and not exhaustive and is applicable irrespective of gender.**

#### **4. General Guidelines for attending Video Conferences or Calls**

- a. The Employees are not allowed to schedule any off-hour virtual meetings with a female employee without written consent from the direct supervisor/manager of the Company. The employees should avoid sending any obscene emails or chat messages to each other during the calls.
  
- b. The Employees attending video conferences or video calls with individuals should ensure that they have a clean background with no posters in the background with no offensive or inappropriate designs.





- c. While chatting or attending calls (video/audio), the Employees should avoid making any personal or offensive statements or comments.
- d. The Employees should follow a proper formal dress code while attending video conferences or video calls with individual Employees. The Employees should be well-groomed and wear appropriate corporate attire. Any revealing clothes, or clothes with offensive or inappropriate designs/prints should be avoided.

## 5. Internal Complaints Committee (IC)

- 5.1. As mandated by the POSH Act, the Organization has constituted a committee to be known as the Internal Complaints Committee (“IC”) in any or each of its offices with ten (10) or more Employees to address and redress complaints of sexual harassment.
- 5.2. The Internal Committee will comprise of the following members out of which at least 50% members will be women:
  - a. Presiding officer (woman at senior level)
  - b. One member from any of the NGO or associations committed to the cause of women or familiar with the issues relating to sexual harassment (external member).
  - c. Not less than two (2) members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
  - d. IC at OUTPOST VFX shall comprise of five (5) members details of which are given in the Annexure A.
- 5.3. **Selection of IC:** The nomination of IC members will be made by the Management of the Organization and reviewed from time to time.
- 5.4. **Term of Appointment:** The members shall be appointed for a period of three (3) years.
- 5.5. **Disqualification of IC members:** An IC member shall be removed / replaced in the event that the IC member:
  - a. Breaches confidentiality.
  - b. Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against them.
  - c. Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them.
  - d. Has abused their position as to render their continuance in office prejudicial to the public interest.
- 5.6. Any vacancy created in the IC due to cessation of employment, resignation, death, disability, or removal, as applicable, shall be filled by a fresh nomination by Organization in accordance with its guidelines and in conjunction with provision of Law (where applicable).
- 5.7. **Gender Neutrality:** The Organization has extended the availability of the IC to receive complaints of all Employees, irrespective of their gender. All IC members are duty bound to handle all complaints without any bias or partiality towards any party.





5.8. **Additional members:** Additional members may also be added as may be required and the same shall be updated in this policy document.

5.9. **Dedicated email ID:** The email ID of the IC is [posh@outpost-vfx.com](mailto:posh@outpost-vfx.com). This email ID shall be used by any Complainant to send their complaint of Sexual Harassment at workplace to the IC. The access of the same is to be with the IC.

5.10 **IC Responsibilities:** The IC as the redressal committee is responsible for:

- a) Receiving complaints of sexual harassment at the workplace;
- b) Initiating and conducting inquiry as per the established procedure under law;
- c) Submitting findings and final recommendations on complaints of sexual harassment at workplace which will be implemented by the Organization;
- d) Maintaining strict confidentiality throughout the process as per established guidelines; and
- e) Ensuring absolute transparency in its activities, disclosing necessary information to the respective stakeholders when required and investigating the complaints while abiding by the principles of natural justice.
- f) The meetings of the Committee will require at least three (3) members to be present, including presiding officer and external member.

#### 5.11 **Guidelines to Employees**

Employees are advised to ensure the following:

- a. Be aware of your Policies and attend Prevention of harassment training to keep yourself updated. Ensure your actions and comments are not impacting your colleagues in anyway.
- b. If you are a victim,
  - i. Communicate to the harasser very clearly that you find their behaviour offensive and want them to STOP immediately.
  - ii. Register a formal complaint if the behavior persists.
  - iii. Keep a written record of all incidents of sexual harassment.
- c. If you are a witness, report the behaviour to IC.

### **6. Procedure for raising a complaint:**

- 6.1. **Timeline:** The complaint shall be lodged by the aggrieved party within a period of three (3) months from the date of the alleged incident of sexual harassment and in case of a series of incidents, within a period of three (3) months from the date of the last incident.
- 6.2. **Discretion of the IC to extend timeline:** If there is a delay beyond three (3) months, the IC may extend the time limit by another three (3) months, on being satisfied about the circumstances that prevented the Complainant from filing a complaint within the prescribed period. IC will record the reasons for such extension of 3 (three) months in writing and condone the delay.
- 6.3. **Form/Format Complaint:** Only written complaint is accepted by IC. IC shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing. A guiding format may be referred to in Annexure B. If a complaint cannot be made in writing, the Presiding Officer or any member of the Internal Committee





shall provide all reasonable assistance to the employee to make the complaint in writing.

- 6.4. **Anonymous complaints:** The Aggrieved party shall register a complaint on their own as anonymous complaints will not be taken up by IC.
- 6.5. Upon receipt of a complaint, the IC needs to respond to or hold a meeting with the Complainant within Five (5) days.
- 6.6. Within Seven (7) days of receiving the written complaint, the IC needs to inform the alleged respondent in writing that a complaint has been filed against them. The IC in its intimation shall inform about the nature of allegations leveled against them by the Complainant.
- 6.7. If the Complainant is unable to make a complaint on account of their physical incapacity, a complaint may be filed, with the written consent of the complainant by:
  - a. Their relative or friend; or
  - b. Their co-worker; or
  - c. An officer of the National Commission for Women or State Women's Commission; or
  - d. Any person who has knowledge of the incident
- 6.8. If the Complainant is unable to make a complaint on account of mental incapacity, a complaint may be filed by:
  - a) Their relative or friend; or
  - b) A special educator; or
  - c) A qualified psychiatrist or psychologist; or
  - d) guardian or authority under whose care they are receiving treatment or care; or
  - e) Any person who has knowledge of the incident jointly with the Complainant's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care they are receiving treatment or care.
- 6.9. **Submission of complaint:** The complaint can be submitted to the IC electronically at [posh@outpost-vfx.com](mailto:posh@outpost-vfx.com) or may be physically submitted to any IC member.
- 6.10. **Details to be mentioned in the complaint:** The complaint must contain a description of the event (s) as well as the names and contact email/phone number of witnesses if any. Supporting documents, if available, such as letters, transcription of text messages etc. supporting the complaint of sexual harassment at workplace against the respondent should a organization the complaint.
- 6.11. If the Complainant is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of their legal heir.
- 6.12. If one of the Parties to the complaint is not an Employee of Outpost, IC of Outpost shall contact the IC of the other third-party company and address the matter accordingly.



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**7. Rights of the Aggrieved/ Complainant:**

- a) Receipt of copy of complaint;
- b) Confidentiality;
- c) Support from IC;
- d) Have the statement recorded;
- e) Right to Appeal

**8. Rights of the Respondent:**

- a) A copy of complaint, and list of evidence;
- b) Confidentiality;
- c) Unbiased investigation;
- d) Right to appeal

**9. Redressal Process:**

**9.1. Conciliation**

- a. For minor complaints, before initiating an inquiry and at the request of the Complainant, the IC may take steps to settle the matter between complainant and the Respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- b. If a settlement has been arrived at, the IC needs to record the settlement and forward the same to the management to take the specified action as per the recommendations.
- c. The IC needs to provide the copies of the settlement, as recorded, to the Complainant and the respondent.
- d. Where a settlement has been arrived at, no further inquiry needs be conducted by the IC.
- e. However, if no conciliation is requested for by the Complainant, or no settlement has been arrived at between the parties, or if the Complainant informs the IC that any term or condition of the Settlement arrived at earlier has not been complied with, then, the IC, needs to proceed to inquire into the complaint.

**9.2. Enquiry into Complaint**

**Important Guidelines with respect to inquiry conducted by IC**

- a. If the complaint does not fall within the definition of sexual harassment or within the IC's jurisdiction, the complaint will be referred by the IC to the relevant Human Resources Head for appropriate action under the relevant and applicable Organization's policy and the complainant is suitably informed.
- b. If the IC determines that the nature of the complaint received is of sexual harassment at workplace and falls within the jurisdiction of the IC, then it will proceed with the inquiry.







- c. In case of no settlement through Conciliation process has been made, then the IC within seven (7) working days of receiving the complaint shall forward one copy thereof to the respondent, for obtaining a response.
- d. The respondent within ten working days of receiving the complaint shall file their reply to the complaint along with a list of supporting documents, names and addresses of witnesses.
- e. IC shall then initiate an inquiry and complete the process within ninety (90) days from the date of receipt of the complaint.
- f. The IC shall inform the next steps and meetings scheduled to the Complainant, Respondent and witnesses.
- g. The Complainant or the Respondent shall not be allowed to bring any legal practitioner to represent them at any stage of the proceedings before the IC. The IC shall provide equal opportunity for both parties to be heard without any prejudice.
- h. The IC shall follow principles of natural justice and will maintain confidentiality.
- i. Both parties have the right to produce oral or documentary evidence in their favour.
- j. The IC shall have the right to call upon and examine the witnesses provided by the Complainant and the Respondent or any other person as they deem fit to the inquiry.
- k. For conducting the inquiry, a minimum of three (3) members of the IC including the Presiding Officer shall be present.
- l. Refusal by any Employee to attend any hearing when summoned before the IC or to provide any requested documents / information within his / her knowledge or possession shall constitute a misconduct as per this Policy and Organization's Code of Conduct and attract penalties/adverse action.
- m. In the event of a failure to attend a personal hearing before the IC by the Complainant or the Respondent on three (3) consecutive dates (intimated in advance), the IC shall terminate the inquiry proceedings or give an ex-parte decision. However, the IC shall serve a notice in writing to the party(ies) fifteen (15) days in advance, before such termination or the ex-parte order.
- n. In case there is any need for travel for either the complainant or the respondent for the purpose of inquiry, the costs of travel and stay will be borne by the Organization.
- o. Both parties have the right to cross examine each other and the witness(es) provided by the other party. In situations when the woman Complainant does not wish to participate in a cross examination in-person, cross examination can be conducted through a questionnaire which will be provided to the respondent by the IC.

## **10. Interim Relief for the Complainant during the pendency of the inquiry**

- 10.1. During the pendency of an inquiry, on a written request made by the Complainant, the IC may recommend the following to the Management:
  - a. Transfer the complainant or the respondent to any other location or office of the Organization or request any of the parties to work from home.
  - b. Grant leave to the Complainant for a period up to three (3) months.
  - c. If the Respondent is the reporting authority of the Complainant, change the line of reporting.
  - d. It is important to note that the leave granted to the Complainant shall be in addition to the leave she/he is otherwise entitled to.
  - e. On receiving a recommendation from the IC, the Management shall implement the recommendations and send a report of such implementation to the IC.





- f. If the Respondent is a Visitor / Third Party, IC shall recommend to the management to take adequate steps to ensure that they do not enter Organization premises or contact/threaten complainant/ witnesses.

## **11. Inquiry Report by IC and its Implementation**

- 11.1. Every proceeding of IC, the incidents, complaints, hearings, evidences, conclusions, agreements and closures shall be documented and recorded in soft copy form by the IC. These records will be maintained by the IC in a safe and secure manner and shall be shared with both the Complainant and the Respondent, as and when needed.

### **Actions to be taken after drafting the Inquiry Report:**

- a. Within a period of Ten (10) days from the date of completion of the inquiry the IC shall provide a report of its findings to the Management of the Organization.
- b. A copy of the report should be given to the Complainant & Respondent
- c. The inquiry report shall specify details of the allegations against the Respondent, the statements made, and evidence presented by the Complainant, Respondent and / or witnesses, IC's findings along with a statement giving reasons for the findings arrived at by the IC and IC's recommendations.

### **11.2. When the Complainant's allegations are not proved**

- a. Where the IC concludes that the allegation against the Respondent has not been proved, it shall recommend to the Management of the Organization that no action is required to be taken in this matter.
- b. Further, upon sharing of the final report, the IC will ensure that both parties understand that the matter has been fully investigated and concluded to the best of the efforts of the IC and in alignment with the law, and this Policy.

### **11.3. When the Complainant's allegations are proved**

If the IC arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend in writing to the Management of the Organization to take action against the Respondent, which may include one or more among the following:

- a. A written apology from the Respondent.
- b. A letter of warning may be placed in the personal file of the Respondent.
- c. Reprimand or censure.
- d. Immediate transfer or suspension without pay.
- e. To deduct from the salary of the Respondent such sum as it may consider appropriate to be paid to the complainant.
- f. Withholding of pay rise or increment(s).
- g. Undergoing a counselling session.
- h. Carrying out community service; and/or



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- i. Termination from service.

**11.4. Where the Respondent is a Third Party, IC may recommend any one or more of the following:**

- a. Warning to employing Organization/association/firm (if any)
- b. Declaring the Workplace/Organization out of bounds to the Respondent
- c. Withdrawal of the right to provide services to Organization for a certain period (if applicable)
- d. Helping the Complainant to file FIR, should they desire.
- e. Debarring/blacklisting such person from Organization
- f. Other similar or appropriate punishment

**11.5. Recommendation by IC for payment of compensation**

If Respondent is found guilty, after considering various factors like mental trauma, emotional distress etc that the Complainant had to go through, IC may also recommend payment of compensation to the Complainant by the Respondent. IC may also recommend the manner of collection of the compensation in its inquiry report as per the provisions of the POSH Act such as:

- a) If the Respondent is still employed with the Organization, to deduct the decided amount from the salary;
- b) If the Respondent is no longer employed by the Organization, to have the former pay the amount to the Complainant.
- c) If the Respondent fails to pay, then the IC can ask the District Officer (appointed under the Act) of the district of appropriate jurisdiction / where offices of the Organization are located, to recover the sum as an arrears of land revenue.
- d) Organization shall act upon the recommendation given by IC within 60 (sixty) days of receipt of the recommendation.

**12. False Or Malicious Complaints**

Where the IC concludes that the allegation against the Respondent is malicious or the Complainant or any other person making the complaint has made the complaint knowing it to be false or has produced any documents, it may recommend to the Management:

- a. To issue a verbal warning or suspension or termination from services of the Company as recommended by the IC.
- b. In case the IC arrives at a conclusion that during an inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Company to act in accordance with the provisions of the service rules applicable to the employee. This may include verbal warning or suspension or termination from services of the Company as recommended by the IC.
- c. A mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant.





### **13. Appeal/Police Complaint**

- a. Nothing in these rules and procedures shall preclude anybody from simultaneously lodging a complaint with the police in respect of any act amounting to an offence under the law. Organization will provide assistance in this regard, if assistance is sought.
- b. If a Complainant feels that the action taken pursuant to the Complainant's complaint of sexual harassment does not fully or properly deal with the allegations levelled in their complaint, they can bring the same to the notice of the Committee, which would then re-evaluate it accordingly on receipt of such other evidence. If the Complainant or the Respondent desires to examine any witnesses, they shall submit in writing/email to the Committee the names of witnesses whom they propose to examine. An appeal may be filed against the order of the IC within a period of ninety (90) days of the recommendations.

### **14. Duties of Employer**

- a. The Company shall take proactive measures to sensitize its employees about the need for appropriate workplace conduct.
- b. Provide a safe working environment.
- c. Display at any conspicuous place in the workplace, the consequences of sexual harassment and the order constituting the IC.
- d. Organize workshops and awareness programs at regular intervals for sensitizing the employees.
- e. Provide necessary facilities to the IC for dealing with the complaint and conducting an inquiry.
- f. Assist in securing the attendance of respondent and witnesses before the IC.
- g. Make available such information to the IC as it may require having regard to the complaint made.
- h. Provide assistance to the Employee, if they so choose to file a complaint in relation to the offense under the Indian Penal Code or any other law for the time being in force.
- i. Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.
- j. Monitor the timely submission of reports by the IC.

### **15. Duties of Employee**

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

### **16. Confidentiality**

Confidentiality shall be maintained to the extent possible regarding the details of the complaint, identity and addresses of the complainant, respondent, and witnesses. Any information relating to conciliation and inquiry proceedings, inquiry report including recommendations of the IC and action taken on the respondent shall not be published, communicated or made known to the public, press and media in any manner.



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Appropriate information shall be shared with Government authorities as per the Act.

If any person (including Complainant, witnesses) breaches confidentiality, Organization shall recover a sum of rupees five thousand (5,000) as penalty from such person and may take any other action as it may deem fit.

#### **17. Amendments & Updates**

The policy will be reviewed from time to time and revised to keep it up to date with changes in state acts and employment policies. Organization may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding will be formally communicated to all the Employees. This Policy does not intend to create any contractual obligation for or with Organization, and in case of dispute with the Act and the Policy, the Act shall prevail.



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**ANNEXURE – A**

**Internal Complaints Committee Composition**

Sr.No	Committee Designation	Full Name	Organizational Designation and Dept	Contact Detail
1.	Presiding Officer	Kavitha Balasubramanian	Head of HR	kbalasubramanian@outpost-vfx.com/9820433391
2.	Member 1	Riddhi Patel	HR Generalist	rpatel@outpost-vfx.com/9004631045
3.	External Member	Aparna Gonate	External Member	9082553075/ <a href="mailto:aparna.gonate@gmail.com">aparna.gonate@gmail.com</a>
4.	Member 2	Ravindra Bhandi	Head of 3D	rbhandi@outpost-vfx.com/9867863063
5.	Member 3	Madhu Patel Shetty	Lead HR	mshetty@outpost-vfx.com/9920104505
6.	Member 4	Rutvij Barot	Head of Creative Operations	rbarot@outpost-vfx.com/9769471975

The following members have been nominated and duly appointed as the members of the Internal Committee. Any change thereof in the member composition will be updated and notified accordingly.

The Committee members have been chosen in due accordance with the guidelines as prescribed in the Act, with four members team, presided by a Senior Woman member and two additional members from the organization. An independent external member with expertise on the subject to guide and advise the Committee on its activities has been duly appointed as well.

All communications to the Committee shall be made in writing or over mail to [posh@outpost-vfx.com](mailto:posh@outpost-vfx.com)

**ANNEXURE – B**



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**Format for Filing Complaint**

Date of the complaint submission: \_\_\_\_\_

Name of the Complainant: \_\_\_\_\_

Designation: \_\_\_\_\_

Function/Department: \_\_\_\_\_

Name of the Respondent: \_\_\_\_\_

Designation: \_\_\_\_\_

Function/Department: \_\_\_\_\_

Date of the incident/s \_\_\_\_\_

Details of the incidents (Please write as much in detail as required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name/s of witness/es (if any) you would like to provide (Feel free to reach out to any of the IC members in case this needs more understanding) :

\_\_\_\_\_

Mention any evidence (in the form of sms, WhatsApp messages, video, audio, email, or any other format or form) that you have or would like to present to support your complaint.

\_\_\_\_\_

Any other information that you would like to bring to the notice of the IC with this complaint:

