Prevention of Sexual Harassment at Workplace Policy

1. Objective & Commitment

Goat Robotics is committed to creating and maintaining a safe, respectful, and harassment-free work environment for all women employees as per the provisions of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* ("POSH Act") and POSH Rules, 2013.

We maintain a zero-tolerance policy against sexual harassment and shall investigate all complaints promptly and confidentially, ensuring protection of the complainant against retaliation.

2. Scope

This policy applies to all women employees at Goat Robotics, including but not limited to full-time, part-time, probationers, trainees, interns, consultants, and any woman engaged through third-party vendors. It also covers remote or virtual workspaces that fall under the purview of Goat Robotics's operational environment.

As per the **POSH Act, 2013**, the protection against sexual harassment at the workplace is extended specifically to women. However, at **Goat Robotics**, we are committed to upholding a workplace that is **safe, respectful, and inclusive for all genders**.

Recognizing that instances of sexual misconduct or false complaints can affect individuals of any gender, the organization promotes a **gender-neutral approach** in its internal grievance redressal mechanisms. While complaints made by male or transgender employees may not fall under the legal jurisdiction of the POSH Act, Goat Robotics will address such concerns under the company's **Code of Conduct** or **Dignity at Workplace Policy**, ensuring fair investigation and appropriate action.

This inclusive practice aims to foster trust, reduce misuse, and maintain a healthy work culture grounded in equality, empathy, and zero tolerance for harassment of any kind.

3. Constitution of the Internal Complaints Committee (ICC)

As per Section 4 of the POSH Act, 2013, Goat Robotics has constituted an Internal Complaints Committee (ICC) at each workplace to address complaints of sexual harassment.

The first ICC was constituted on **11th November 2026**, for a tenure of **one year**, as mandated by the Act.

In accordance with the law, the ICC **reconstituted on mention date**. Goat Robotics reserved the right to **renominate existing members** or appoint new members, based on organizational requirements and individual eligibility.

Where members are appointed Surya B, Prakash T, Sineka V, Swetha T and Sangeetha A as new from **11th November 2026,** and their tenure will continue for a further period not exceeding **one year**, as per the provisions of the POSH Act.

Date of Constitution: 11/11/2026

Tenure: 1 Year

Members of the ICC:

Name	Designation	Role	Background
SURYA B	Sales Coordinator	PRESIDING OFFICER	Master of Computer Applications
PRAKASH T	Junior Robotic engineer	Committee member	BE – Computer Science & Engineering
SINEKA V	Robotic Software engineer	Committee member	BE – Computer Science & Engineering
SWETHA T	HR	Committee member	MBA (HR)
SANGEETHA A	Trainer & facilitator	External member	Certified Corporate POSH trainer, with Mphil in Science & MSc Applied Psychologist

4. Complaint Mechanism

A. Lodging a Complaint:

- Complaints must be made **in writing within 3 months** of the incident.
- The ICC may extend this limit by another **3 months**, if justified in writing.
- Complaints can be made:
  - Directly by the aggrieved woman
  - By relatives, friends, co-workers, or NGO officers with her **written consent**, in cases of incapacity
- The ICC will provide full confidentiality and support throughout the process.

B. Conciliation:

- Before initiating an inquiry, at the complainant's request, the ICC may attempt **conciliation**, excluding any monetary settlement.

C. Inquiry:

- The ICC shall complete the inquiry **within 90 days**.
- Parties will be given a fair opportunity to be heard.
- The ICC shall submit its **report to the employer within 10 days** of completion.
- Employer to act on ICC's recommendation **within 60 days**.

5. Penalties

A. If Complaint is Proven:

The employer may act on ICC's recommendations including:

- Written warning
- Suspension or termination
- Referral to police for criminal proceedings (if applicable)

B. If Complaint is False:

If the complaint is found to be **malicious or false**, ICC may recommend action against the complainant as per service rules.

6. Awareness, Training & Governance

As per Section 19 of the POSH Act:

- Goat Robotics will conduct **POSH awareness and orientation programs for all employees** periodically IC – 6months once, Employess – 3months once
- **ICC members** will undergo regular **training** on handling complaints and legal procedures.

Training records will be maintained for audit and legal compliance.

7. Display of Policy and Penal Consequences

As per Section 19(b) of the POSH Act:

- This policy, contact details of the ICC, and the **penal consequences of sexual harassment** shall be displayed at **conspicuous places** in all office locations.

8. SHE-Box & Legal Access

Employees are informed of the **SHE-Box portal (https://shebox.nic.in)** which enables women to directly file complaints with the Ministry of Women & Child Development. **Goat Robotics is registered on the SHE-Box portal as required.**

9. Reporting & Disclosure

- An **Annual Report** under Section 21 of the POSH Act and Rule 14 of the POSH Rules will be submitted to the **District Officer** every calendar year, containing:
  - Number of complaints received
  - Complaints disposed
  - Pending cases
  - Workshops conducted
  - Awareness sessions held
- As per the **Companies Act, 2013**, disclosures on POSH compliance will be included in the company's **Board's Report under Section 134**.

10. Website & Policy Publication

In line with best practices and good governance, this POSH Policy is available on the **official company website**.

11. Confidentiality

All complaints, statements, and evidence will be handled with **utmost confidentiality**. No information shall be shared externally or internally except as required by law.

12. Management Assurance

- Sexual harassment is strictly prohibited and will be communicated across the organization.
- Complainants and witnesses will be **protected from victimization or retaliation**.
- Strict action will be taken against any violation of this policy.

For Goat Robotics,

GOAT ROBOTICS PVT LTD CBE-4

MUGESH S
Chief Operations Officer,
Goat Robotics Private Limited, Coimbatore.

hello@goat-robotics.com
+91 9443388004, 9677641555
SF.No:590/1F, Door No: 1/457/E,B,C,D,F
Poyyeri Thottam, Achankulam Road, Neelambur, Irugur, Coimbatore, 33-TAMIL NADU-641062.
CIN: U62011TZ2023PTC030128
GSTN:33AAKCG9032B1ZX