

**OFFICE ORDER**

**Re: ALMONDZ Policy for the Prevention, Prohibition and Redressal of Sexual Harassment of Women – Re-constitution of “INTERNAL COMPLAINTS COMMITTEE”**

In terms of the Section III of *Almondz Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women* (hereinafter “**Policy**”) as approved by the Board of Directors of the Company at its meeting held on 6 February 2014, it has been decided to re-constitute the Internal Complaints Committee (“**ICC**”) as under by inducting Ms. Anita Nayar, as Presiding Officer in place of Ms. Rachna Sayal who has ceased to be in employment of the Company:

S. No.	Name	Current Designation & Organization	Email ID	Mobile No.	Designation in ICC
1	Ms. Anita Nayar	Sr. Manager (AGSL)	<a href="mailto:anita.nayar@almondz.com">anita.nayar@almondz.com</a>	9312805480	Presiding Officer
2	Ms. Neelu Jain	Director, Jan Shikshan Sansthan, Peeragarhi, West Delhi (NGO). Address: 487/39 National Market Peeragarhi, New Delhi- 110084	<a href="mailto:neel_silver@yahoo.co.in">neel_silver@yahoo.co.in</a>	9871411131	Member (from NGO)
3	Mr. Harpal Singh Chawla	Vice President - HR Admin. (AGSL)	<a href="mailto:harpal.singh@almondz.com">harpal.singh@almondz.com</a>	9987089970	Member
4	Mr. Ajay Pratap	Company Secretary (AGSL)	<a href="mailto:ajay.pratap@almondz.com">ajay.pratap@almondz.com</a>	8800513939	Member

The role of this committee has been set out in detail in the said Policy. Further, in terms of Section IV of the Policy, any aggrieved woman employee can approach the Presiding Officer/Members of the committee for lodging a complaint against sexual harassment. The email IDs and phone numbers of the Presiding Officer and Members of the committee are detailed above for initiating such a complaint.

It may be pointed out here that the penal provisions for sexual misconduct would be very severe and where the ICC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service. The ICC could also recommend action to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs. And in case the respondent fails to pay such sum, the ICC may forward the order of recovery of the sum as an arrear of land revenue to the concerned District Officer.

These penal actions are apart from any police action that would follow if the provisions of the Indian Penal Code are attracted.



By order

Navjeet Singh Sobti  
Vice Chairman & Managing Director  
Almondz Global Securities Ltd.

Date: 7 April 2016  
Place: New Delhi