

IKF LIMITED

CODE OF BUSINESS CONDUCT AND ETHICS

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A. WHAT IS CODE OF BUSINESS CONDUCT AND ETHICS (“COBCE”)

Integrity is telling oneself the truth and honesty is telling the truth to other people. COBCE is designed to help employees recognize and deal with ethical issues in their work. IKF’s policy is to comply with all applicable laws and regulations, being committed to conducting business in an ethical manner and acting with integrity in dealing with our customers, suppliers, partners, competitors, employees and its other stakeholders.

B. HOW TO USE THIS CODE?

Consider this COBCE as a guide to help whenever you have a question about ethics or if you are faced with an ethical dilemma. COBCE may not address all the situations which employees may encounter in their day-to-day work. It is also not always easy to determine the ethical or “right” thing to do in a particular situation. Sometimes, because of the highly complex rules and regulations that govern the way you do business, a decision is not clear-cut. You are encouraged to exercise good judgment in your decision-making and when in doubt, feel free to approach your supervisor or Human Resources or other designated persons mentioned in COBCE for proper guidance.

C. APPLICABILITY

COBCE is applicable to all IKF (“Company”) employees (core, contract, retainer, consultant or any other category) and members of the Board of Directors. IKF includes all subsidiaries and affiliate companies.

IKF requires its suppliers, service providers, agents, channel partners (dealers, distributors and others) to conduct their businesses in a legal and ethical manner.

The Compliance Team of IKF administers compliance review process/programs to promote IKF’s commitment to integrity and values as set forth in the COBCE and to ensure compliance with applicable laws, rules, and regulations. These programs will guide employees on improved awareness of IKF policies and procedures for ethical business conduct, help them resolve concerns and report suspected violations. Managers are responsible for supporting implementation of ethics and business conduct programs and monitoring compliance of IKF’s values and ethical business conduct guidelines through such programs.

All employees must abide by the COBCE and take up annual certification, which enhances their understanding of the COBCE. Employees are encouraged to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with the COBCE and the related procedures.

All new hires must undergo COBCE training as part of their induction programs and it is also important for them to electronically confirm having read and understood before beginning their work. If any employee has concerns regarding electronic confirmation they are advised to discuss their concerns with their Supervisor/HR Manager. In any case, employees must follow and abide by the COBCE even if they fail to confirm.

D. WHERE TO GO FOR HELP?

IKF's endeavor is to foster an environment of open and honest communication. So, if an employee has a concern about a business conduct issue, s/he has options. What should an employee do if s/he has a question or concern about compliance and integrity standards? The important thing is for her/him to ask the question or raise the concern.

Employee's immediate supervisor is usually a good place to start with a compliance or integrity issue.

Employees may also get help or advice from:

- Supervisor
- Supervisor's supervisor
- Business unit Leader
- Business unit Talent HR Manager
- Ombudsperson

E. DUTY TO SPEAK UP

We cannot live up to our commitments of acting with integrity if employees, as individuals, do not speak up when they feel the need. That is why, in addition to knowing the legal and ethical responsibilities that apply to a job, employees are encouraged to speak up if:

- Employees are unsure about the proper course of action and need advice.
- Employees believe that someone acting on behalf of IKF is doing — or may do — something that violates IKF's compliance and integrity standards.
- Employees believe that they may have been involved in a possible misconduct.

F. OVERRIDING EFFECT OF COBCE

COBCE is, at places, more restrictive than the applicable laws and regulations, and employees are required to abide by the COBCE even when it imposes requirements that go beyond legal obligations. If employees are uncertain of the applicable legal requirements or if they believe that they are subject to conflicting legal obligations, they must bring the matter to the attention of the HR Manager or Compliance team immediately.

THE POLICIES

1. POLICY ON BUSINESS RELATIONSHIPS

IKF, as a business organization, is required to interact and transact with a variety of business organizations including suppliers and government departments in different jurisdictions. By maintaining the highest level of corporate integrity through open, honest and fair dealings, IKF earns trust for its products and services from all stakeholders and every person with whom IKF comes in contact.

IKF will only obtain and conduct business legally and ethically. The quality of our products and the efficiency of our services at the most competitive prices are our greatest tools in marketing our business. Profits do not justify unfair/ unethical business

tactics. Employees must uphold the highest standards of integrity in all third party dealings. The world today is moving towards ethical business strategies, whether it is IKF's customers, investors, suppliers, employees or any other stakeholder, everyone is looking for dependability and protection of their interests. Hence, honesty is not only the best policy but it is the best and everlasting business policy.

No person to whom the COBCE applies must give, offer, promise to offer, or authorize the offer, directly or indirectly (proxy bribing), anything of value (such as money, shares, goods or service) to government officials, customers, potential customers, including officials of any public organizations which could be regarded as influencing any business decision or to obtain improper advantage.

Business courtesy such as Gifts or Entertainment shall not be offered by IKF Employees, that could be regarded as influencing any business decision, or creating appearance of misconduct. IKF shall not involve itself or tolerate any business practice which is not in line with the Policy on Business Relationships.

A contribution or entertainment must never be offered in a circumstance appearing improper. Some very modest gifts may be acceptable if they meet the following criteria:

- They are consistent with accepted business practices.
- They do not violate applicable law.
- They cannot be reasonably construed as payment or consideration for influencing or rewarding a decision or action.
- Their public disclosure would not embarrass IKF.

GIVING GIFTS

In general no Gifts shall be offered to any customers, vendors, Government Officials etc.

Exceptions:

- a. Customary Gifts of value lower than or equal to the Acceptable Limit.
- b. Business lunch (or breakfast or dinner) at or externally of a reasonable value may be provided to customers, visitors and business contacts/associates.

Relationship with the Government Officials

Extra care and caution needs to be taken when dealing with Government Officials. No Gifts or other benefits including Entertainment shall be offered to Government Officials which could be considered as influencing any business decision or to obtain improper advantage.

Exceptions:

- a. Provision of local conveyance to the Government Officials while they are visiting our campus for any inspection/ audit. However, this would require prior approval of your immediate Supervisor.
 - b. Business lunch: Same rules as applicable to visitors and business contacts.
- Employees are required to report correctly in their expense reports, all expenses for any Gifts given or Entertainment provided as part of any normal and acceptable business practice in the course of their employment, and must accurately state the purpose for the expenditure.

Any agents acting on IKF's behalf must also never give a Gift of any kind to anyone doing business with IKF or seeking to do business with IKF that is not within the Acceptable Limit. Third party suppliers and consultants are also expected to follow this Policy in letter and spirit and not indulge in any "proxy bribing".

2. CONFLICT OF INTEREST POLICY

The term 'conflict of interest' refers to situations in which financial or personal considerations may compromise, or have the appearance of compromising our judgment of professional activities. A conflict of interest exists where the interests or benefits of one person or entity conflict with the interests or benefits of IKF. Situations of actual or potential conflicts of interest are to be avoided by all employees. Personal involvement with a competitor, client, or subordinate employee of IKF that affects an employee's ability to exercise good judgment for IKF creates an actual or potential conflict of interest.

Some examples of potential conflicts of interest are:

- Working directly or indirectly either as an officer, employee, consultant or agent for a competitor or client;
- Engaging in an activity that is in competition with IKF;
- Using proprietary or confidential information of IKF for personal gain;
- Having a direct or indirect financial interest in a competitor or client;
- Unauthorized use, or disclosure, employee's knowledge of IKF's customers, Suppliers, vendors, etc. for personal advantage;

Any employee involved in any of the above types of relationships or situations must immediately and fully disclose the relevant circumstances to his or her supervisor for a determination as to whether or not an actual or potential conflict exists.

Employees at IKF must devote their full attention to the business interests of IKF.

Employees are not allowed to engage in any activity that interferes with their performance or responsibilities to IKF or is otherwise in conflict with or prejudicial to the interests of IKF.

As a general rule, employees must avoid conducting IKF's business with a relative (which includes a 'significant other') or a business in which a relative is associated in key role. If such a related-party transaction is unavoidable, employees must fully disclose the nature of the related-party transaction to respective HR Manager and take the prior consent.

Outside publication of books, articles or manuscripts which relate in any way to IKF's business by an employee will require prior approval of the supervisor and HR Manager.

On a case-by-case basis, employees may be permitted to work for Non-Governmental Organizations, clubs and charitable institutions. The employee must ensure that his/her services do not affect IKF's interest. The employee must not accept remuneration for any service rendered by him/her except reimbursement of expenses that has been incurred by him/her for providing the service (travel expenses, lodging, boarding, etc).

If a proposed transaction or situation raises any questions or doubts, employees shall consult the Human Resources Department.

2a. Employment of Relatives

Members of an employee's immediate family may be considered for employment on the basis of their qualifications. Immediate family members may be hired, if such employment would:

- Not create a direct supervisor/subordinate relationship with a family member.
- Not create a conflict of interest.

The purpose of this policy is to prevent the organizational impairment and conflicts that are a likely outcome of the employment of relatives or significant others, especially in a supervisor/subordinate relationship. Willful withholding of information regarding a prohibited relationship/reporting arrangement may be subject to corrective action, up to disciplinary action including termination. If a prohibited relationship exists or develops between two employees, both employees involved must bring this to the attention of his/her supervisor and HR Manager.

For the purpose of this policy, immediate family includes: parent (including step parent), grandparent, spouse, son, daughter, sibling (including half or step brother or sister), mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law and step-child. This policy also applies to close personal relationships. Employees who marry or establish a close personal relationship may continue employment as long as it does not result in the above. If one of the situations outlined above shall occur, attempts will be made to find a suitable position to which one of the employees will be transferred. If accommodations of this nature are not feasible, the employees involved will be permitted to determine which of them will resign.

2b. Outside Employment

It is not the intent of IKF to restrict the activities of employees on their own time. A policy on outside employment is deemed necessary to prevent conflicts of interest, consistent with applicable state law. Therefore, every employee of IKF shall not work for either a competitor or supplier of IKF. Employees shall not engage in any outside employment, including any self employment or independent contracting activities that might conflict with scheduled hours, overtime hours (when required), or the proper performance of their job functions for IKF, including emergency work, or otherwise restrict employees to respond to the needs of IKF or its clients. In no event shall any employee actively engage in self employment or independent contracting activities in competition with IKF. Similarly, weekend work by employees for remuneration may also fall foul of the conflict and needs prior approval after examining the matter. Approval shall be obtained from Supervisor and followed by an email with cc to Legal Counsel or HR Head of Business. If employees have any questions about this policy, or if employees believe a conflict of interest exists or may be interpreted as existing, please speak to Human Resources Department.

3. CONTROLLERSHIP POLICY

COMPANY ASSETS & TIME

i. Protection of Company Assets:

All employees are responsible for safeguarding the tangible and intangible assets of IKF and shall seek to protect IKF's assets from misuse, theft, fraud or damage or loss.

Assets include physical property, intellectual property of IKF or client, electronic communication devices like computers, software applications, internet and intranet connections, teleconferencing/video conferencing facilities, facsimiles, telephones, PDAs and other electronic communication devices and facilities for email, voice mail, SMS/text messages, instant messaging and all other proprietary and confidential information of IKF.

Misappropriation or unauthorized disclosure of IKF's assets is a breach of employee's duty to IKF.

Any suspected loss, misuse or theft of IKF's assets must be reported to employee's supervisor or HR manager.

ii. Manner & Use of Company Assets & Time:

In regard to electronic communication devices, IKF may monitor and record your use of company equipment and services at any time. However, IKF does not guarantee any right to privacy even on personal mails routed through IKF's IT systems and networks. Employees must be aware of and comply with password controls, non-sharing of password information and periodic password changes to prevent unauthorized access as per the guidelines prescribed under IKF's Information Security Policy.

Personal use of IKF's assets and time in regard to electronic communication devices may be permitted within the following guidelines:

i. The use is reasonable.

ii. There is no incremental cost to IKF on account of the use of IKF's assets and time or such cost is minimal.

iii. Charges for personal use of telephones are declared and paid up by employee as per the prevailing policy or practice of the Company (for e.g. declaring and paying for personal long-distance telephone calls).

iv. The use does not result in any illegal activity.

v. The use does not intend to cause or cause harm to the business or reputation of IKF or any individual associated with IKF.

4. POLICY ON ELECTRONIC RESOURCES USAGE

The purpose of this policy is to make sure that employees utilize electronic communication devices in a legal, ethical and appropriate manner. Electronic communication devices are provided to employees for business purposes and to enable employees to perform official responsibilities more efficiently. Employees may be allowed to use electronic communication devices for reasonable personal purposes within the guidelines as outlined in Controllership Policy at the section titled 'Manner

and Use of Company Assets and Time’.

Employees must ensure that the content of text, audio or images that they place, send or forward over the internet or intranet are:

- Not inappropriate, obscene or capable of harassing others,
- Not have a racial or sexual slur, political or religious solicitations.

Employees must not indulge in any unlawful activities such as:

- Accessing unauthorized resources,
- Hacking,
- Introducing any computer contaminant or computer virus, and
- Committing any other acts that may disrupt use of the electronic resources.

Misuse of electronic resources by employees may result in the breach of confidentiality obligations or violation of the Intellectual Property rights relating to IKF or third parties. IKF may monitor and record your use of company equipment and services at any time.

5. POLICY ON PRIVACY AND CONFIDENTIALITY

One of the biggest concerns in the present information technology era is protection of confidential and personal information that is collected and disseminated. IKF understands that protection of all confidential information is essential. IKF is committed to protecting business and personal information of a confidential nature obtained from clients, associates and employees.

“Confidential information” includes but is not limited to the following types of information (whether or not reduced to writing): IKF’s trade secrets, inventions, computer programs and related data and materials, drawings, file data, documentation, diagrams, specifications, know-how, processes, formulas, models, flow charts, software completed or in various stages of development, source codes, object codes, research and development procedures, test results, marketing techniques, materials and development plans, price lists, pricing policies, business plans, client lists, vendor lists, client agreements, vendor agreements, financial information and projections and employee files and other information related to computer programs, human resources and benefits systems and content, hypertext, and expert systems activities. Third Party may also furnish information to IKF concerning their respective business affairs, finances, properties, methods of operation or other data which are not in the public domain and which are proprietary or confidential.

Accordingly, Confidential Information also includes any information described above which IKF obtains from a Third Party and treats and/or has an obligation to treat as confidential or designates as Confidential Information, whether or not owned or developed by IKF. Confidential Information also includes all trade related information, trade secrets, employee related information, strategies, administration, research in connection with IKF and commercial, legal, scientific, technical data that are either provided to or made available to the employee by IKF, to facilitate his work, or that the employee is able to know or has obtained access by virtue of his employment or position with IKF.

Employee shall never accept information offered by a third party that is represented as

confidential, or which appears from the context or circumstances to be confidential, unless an appropriate nondisclosure/confidentiality agreement has been signed with the party offering the information. The Legal Department can provide nondisclosure agreements to fit any particular situation.

The unauthorized release of confidential information can cause IKF to lose a critical competitive advantage, embarrass relationships with customers. All such confidential information must be accessed, stored, and transmitted in a manner consistent with IKF's policies and procedures. The inappropriate release of such confidential information may diminish IKF's rights to such information, provide implied rights to others without our knowledge. Employees ensure that they disclose confidential information only to those persons who are authorized to receive such information and that too only on a need-to-know basis. Employees shall ensure necessary confidentiality agreements are in place prior to sharing or disclosing any confidential information with a third party.

Employees who have access to proprietary and confidential information must take every precaution to keep it confidential. Every employee shall protect the reputation of IKF, its employees and its products.

6. POLICY ON EMPLOYMENT, IKF'S EQUAL EMPLOYMENT OPPORTUNITY, POLICY PROHIBITING DISCRIMINATION & HARASSMENT

IKF is committed to the highest standards of openness, probity and accountability. IKF's greatest asset is its employees. IKF is committed to attracting, retaining, and developing the highest quality and most dedicated work force possible in today's market. IKF strives to hire and promote people on the basis of their qualifications, performance, and abilities, and is determined to provide a work environment free of any form of illegal discrimination both direct and indirect, including, but not limited to, sexual harassment. Further, IKF is committed to maintaining a workplace where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior including violence.

IKF endeavors to offer equality of opportunity to all employees and not to engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on ethnic and national origin, race, caste, religion, disability, age, gender or sexual or political orientation.

All employees shall ensure that the concepts of equal employment opportunity and non-discrimination are well understood, abided by and carried out by everyone. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring the issue to the attention of his / her immediate supervisor or the head of the concerned business unit.

IKF perceives harassment as a form of discrimination that is offensive, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of the organization. Harassment may include (but is not limited to) making unwelcome sexual advances, sending or displaying obscene or racist materials, or sending or telling offensive jokes or comments, verbally or otherwise.

Harassment can be verbal, physical or visual behavior where the purpose or effect is to create an offensive, hostile or intimidating environment. IKF endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without fear or favour. Any employee who engages in such prohibited conduct will be subject to disciplinary action.

Employees shall refrain from taking discriminatory actions or decisions which are contrary to the letter or spirit of COBCE.

If employees believe that they have witnessed or are being subjected to discrimination or harassment, they shall immediately report the matter using the reporting procedures as mentioned in COBCE. IKF views reports of retaliation seriously. Anyone found to have retaliated against another individual will face disciplinary action.

In addition, the Company will not tolerate sexual harassment by or against third parties on the Company's premises.

Employees are encouraged to raise concerns internally and at a high level and to disclose information, which the individual believes shows impropriety, abuse or wrongdoing.

What constitutes Harassment?

Conduct of a physical, verbal or non-verbal nature when

- a. it is unwanted; and/or
- b. it has the purpose or effect of violating another's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another; and/or ·
submission to such conduct is implicitly or explicitly a term or condition of an individual's continued employment; and/or
- c. submission to such conduct is implicitly or explicitly a term or condition for decisions which could affect promotion, salary or any other job condition; and/or
- d. such behavior creates an intimidating, hostile or offensive work environment for one or more individuals.

Harassment may constitute discrimination if it is based on race, color, gender, sex national origin, religion or philosophical belief or on any other discriminatory basis not authorized by law , it is then unlawful.

Types of Sexual Harassment?

Conduct Constituting Prohibited Sexual Harassment May be Classified in Two Ways:

1. Quid Pro quo sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly:

- a. a condition for advancement
- b. a factor in performance evaluation
- c. a condition for receiving any benefit given by the Company

2. Hostile Environment sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it and when such conduct is:

- a. Intimidating, threatening or offensive; and
- b. Sufficiently severe, persistent, and pervasive enough to interfere with an employee's work environment.

A hostile environment may be created through either verbal or nonverbal acts:

Verbal conduct of a sexual or racial nature or relating to disability or sexual orientation, unwelcome advances, propositions or pressure for sexual activity, offensive flirtations, lewd comments or abusive language which denigrates or ridicules, insults which are gender or race-related or which relate to sexual orientation (including racist or sexist name-calling) and offensive comments about dress, appearance or physique, and the writing and/or sending of written materials, including e-mails, of an offensive nature and includes verbal and written harassment through jokes, racist remarks, offensive language, gossip and slander, threats and letters.

Non-verbal conduct of a sexual or racial nature or relating to disability or sexual orientation - the display of pornographic or sexually suggestive pictures, offensive objects or written materials, the display of sexually or racially offensive written or visual material, hostility to employees on the grounds of their race or gender or disability or sexual orientation or other unacceptable non-verbal conduct which denigrates a person. Employees may refer for further details and grievance address procedure followed by Prevention of Sexual Harassment Committee.

Employees must ensure that:

- a. they co-operate with any measures introduced to develop equal opportunities;
- b. they respect the sensitivities of others. Note that political beliefs are not covered in this policy
- c. they refrain from taking discriminatory actions or decisions which are contrary to the letter or spirit of this policy and for employees of managerial status that they ensure that
- d. those who report to them also comply with the policy. They do not instruct, induce or attempt to induce or pressurize other employees to act in breach of this policy.

Breaches of Company's equal opportunities policy and procedures will result in Company's disciplinary procedure being invoked against the individuals responsible or involved.

Drugs and Alcohol

Any employee, who is found to be under the influence of or using, or possessing illegal drugs on IKF or customer premises or while conducting IKF's business, is subject to disciplinary action, including possible termination. While conducting IKF's

business, employees are advised not to be under the influence of alcohol or other similar substances or improperly use medication in any way that could diminish — or raise questions concerning — ability to perform their job or result in their doing things that might be harmful to IKF.

7. GENERAL

i) Complaints

a. Anonymous complaints

This policy encourages an employee to put his/her name to any disclosures he/she makes. Any malpractice, impropriety, abuse and wrongdoing (hereinafter referred to as “Concern”) expressed anonymously are much less credible, but they may be considered for further action at the sole discretion of IKF.

b. Good faith complaints

Every employee has a duty to read and understand the policies, raise queries and report any violation of policies. If an employee makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that employee. In raising the Concern the employee shall exercise due care to ensure the accuracy of the information.

ii) Maintaining confidentiality of the Concern

The employee making the disclosure of Concern as well as any of the persons to whom the Concern has been disclosed or any of the persons who will be investigating or deciding on the investigation, shall not make public the Concern disclosed except with the prior written permission of the Audit Committee. However, this restriction shall not be applicable if any employee is called upon to disclose this issue by any judicial process and in accordance with the laws of land.

iii) Disciplinary actions

IKF will take appropriate disciplinary action against any employee, agent, contractor or consultant whose actions are found to violate these policies or any other policies of IKF. Disciplinary actions may include immediate termination of employment or business relationship at IKF's sole discretion. Where IKF has suffered a loss, it may pursue remedies available to it in law, against the individuals or entities responsible.

iv) Retaliatory acts

It is a violation of the policy to engage in retaliatory acts against any employee who reports an incident of alleged harassment including sexual harassment, or any employee who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of harassment. Employees who believe they have been retaliated against

because of testifying, assisting or participating in proceeding, investigation, or hearing relating to an allegation of harassment, shall meet with and seek the advice of the Ombudsperson, whose responsibilities include handling retaliation. If an employee believes that he/she has been retaliated against in the form of an adverse personnel action for disclosing the Concern under the policy he/she may file a written Concern to the Ombudsperson requesting an appropriate remedy. For the purposes of this policy an adverse personnel action shall include a disciplinary suspension; a decision not to promote; a decision not to grant a salary increase; a decision not to hire; a termination; an involuntary demotion; rejection during probation; a performance evaluation in which the employee's performance is generally evaluated as unsatisfactory; an involuntary resignation; an involuntary retirement; an involuntary reassignment to a position with demonstrably less responsibility or status as compared to the one held prior to the reassignment; or an unfavorable change in the general terms and conditions of employment.

8. METHOD TO RAISE A QUERY/ CONCERN:

Query/Concern is to be disclosed through e-mail, telephone, fax or any other method. Whenever you have a query or concerns about any malpractice, impropriety, abuse or wrongdoing (Concern) there are three processes wherein complaints can be directed. They are:

Process A:

- a. An Employee's Supervisor or
- b. Supervisor's Supervisor or
- c. Human Resources Head of the Business Unit;
- d. Any member of Senior Management;
- e. The Company's **Ombudsperson**

Concerns raised to the above mentioned people can be either decided by them or they could decide whether the issue is a query or a Concern. If the issue does not relate to sexual harassment then forward the issue to the Ombudsperson. If the issue deals with sexual harassment then the same would be sent to the Prevention of Sexual Harassment Committee (PSHC).

Process B

- a. Ombudsperson
- b. PSHC.

Concerns could be raised directly to either the Ombudsperson or the PSHC. On receiving a concern, the committee would attempt to decide it or decide first of all whether the concern is a query. If it is a Concern, then the same would be decided by the Ombudsperson provided the Concern does not involve sexual harassment, as all sexual harassment cases are dealt with the PSHC.

Contact details of **Ombudspersons** and members of the Prevention of Sexual Harassment Committee ("**PSHC**") are detailed in **Annexure A**.

ANNEXURE A

PREVENTION OF SEXUAL HARASSMENT COMMITTEE (PSHC) MEMBERS:

At least 5

OMBUDS TEAM:

At least 2