

Subject: Complaints against harassments

An email id has been created for employees to file complaints against any staff member or supplier or contractor for harassment. Email id is harassment.mppl@gmail.com.

The email will be directed to 4 senior staff members to review and give their comments on the issue to the management. The senior members are:

1. G B Rambabu, AGM - C.R., Mobile: 98496 48945
2. Rama Rao, Sr.Liaison Manager, Mobile:70935 76969
3. C Vasundhara, Sr. Sales Executive, Mobile: 90001 49079
4. Naveena, Sr. Executive Sales, Mobile: 95023 00311

These members have been chosen keeping in mind the possibility of complaints against senior management. Employees must send their complaint by email to the above id. Employees may also request to discuss the matter over phone or in person with the above members (in case they are reluctant to put their complaint in writing). However, for that they must send a short email requesting for such a discussion.

These members shall send a confidential report individually to the Managing Director or Kanaka Rao. Staff members are assured that the matter shall be kept strictly confidential. At the request of staff members action may be taken against the guilty without revealing the identity of complainant. The 4 members are free to withhold the name of the complainant in the report to MD/Kanaka Rao.

Anonymous (where complainant cannot be identified) complaints will not be entertained.

Nature of harassment for which complaints can be send:

- a. Sexual harassment (by either gender).
- b. Harassment by senior members of any team demanding favours beyond what is reasonably required (Eg.: extended office hours, personal comments on capability/ appearance/ dress code, comments on caste/ religious preference, etc.,).
- c. Harassment by way of demanding money, gifts or loans.
- d. Harassment by contractors/suppliers demanding undue favours.
- e. Staff members demanding service providers and other staff members to make incorrect entries in registers, database, vouchers, bills, etc.

Harassment of any kind shall be strictly dealt with. Action shall be taken on persons found guilty which may include:

- a. Filing police complaint.
- b. Dismissal from service.
- c. Imposing a fine.
- d. Suspension.
- e. Informing family members like parents & spouse.

Soham Modi.