



OUR BOOK OF TRUST

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This book is a journey, where we will
need your feedback to improve.



Who we are

We're a team of data and research-driven, sharp minded high-potential individuals driven by a purpose to conquer the extraordinary and turn it into reality.

We are uncomfortably brutal when it comes to transparency. Feedback should be our day to day practice

Picky about who we pick. We love people with heart more than grades. People who, at their core are Humble & High Performing.

We don't hire brilliant qualified jerks. Instead, we bet on people. That's the way we do it.

We Don't

Micromanage, exploit, cheat or steal credit.

What Matters To Us

Results > Hours Spent At Work

We will never fuss about how long one should hang around in the office as long as work is completed and our commitments are met.

We Believe

In you. Trust is the heartbeat of our success. We believe everyone should have the freedom to shine, creating a space where trust sparks creativity and teamwork.

While taking any decision, think of Kimbal as your organization and use your best judgement



Content

01

How to
Take a Leave

/Pg-09

02

How to Travel & ask
for reimbursements

Pg-15

03

Fuelling
Innovation

Pg-23

04

Bring A
Friend to Work

Pg-27

05

When You
Choose to Depart

Pg-31

06

Code of
Conduct

Pg-35

07

Prevention of
Sexual Harassment

Pg-39



HOW TO TAKE A LEAVE

**This is one you will surely
read!**

You have joined a place that believes taking leave is important. It provides us with a much-needed break and space away from work. All we expect is for you to plan things well and provide adequate handovers. If you miss work while on extended leave, please refrain from contacting us.

What's Required

We believe in not imposing strict rules for your leaves; we want you to be accountable and take leave.

There will be no attendance monitoring. What we will require is a once-a-day attendance punch to verify your presence for auditors.

If you are taking leave, simply inform your manager, colleagues, team members, customers, or anyone who will be affected via any medium of your choice.

What's Mandatory

If we notice you becoming a workaholic, we may decide to send you on mandatory leave. In such a scenario, you will not have access to office facilities, work emails, or participate in official calls for two weeks. However, let's avoid reaching that point altogether.

As part of our guideline, all senior management, including the CEO, will be required to take mandatory leaves. This allows us to demonstrate our company's ability to function effectively without their presence. They will ensure that work continues without any disruption and provide an emergency contact number for urgent situations. Contacting them on this number during emergency situation will be considered a failure to delegate tasks properly.

Above & Beyond

We have a surprise which will go above and beyond your employment with us.

You will be entitled to accumulate 15 days leave per year (on pro rata basis as per your joining) which can go upto a maximum of 45 days which will be encashed with the Full & Final settlement.

Presenteeism Hurts You and Others

What's that? It's when you believe you need to come to work despite having an injury or illness. Instead of persevering through it, we would prefer you to take leave and focus on recovering. Your well-being is important to us.

WORKING WHEN YOU ARE UNWELL

Here's the thing: We don't support this one bit! You should either be fit and prepared to give your best at work or take the time to recover. Requests for work when you are unwell will not be approved or entertained, unless it is absolutely necessary! The discretion remains with your manager.

We've got some super important info about our Maternity, Adoption, and Paternity Leaves:

Maternity Leaves (As per Maternity Benefit Act 1961)

All female employees can take time off work during the prenatal/postnatal stage of the child.

Maternity benefits will be provided as per the Maternity Benefit Act (1961) and any subsequent amendments.

Holidays and weekly offs during the leave period will be counted as part of Maternity Leave.

To avail Maternity Benefit, simply inform your manager and People & Culture Department

In the case of miscarriage or medical termination of pregnancy, you're entitled to leave with full pay for 6 weeks upon providing related medical documents.

Adoption Leave

All employees can avail Adoption Leave upon legal adoption of a child. The provisions for Adoption Leave are the same as Maternity Leave.

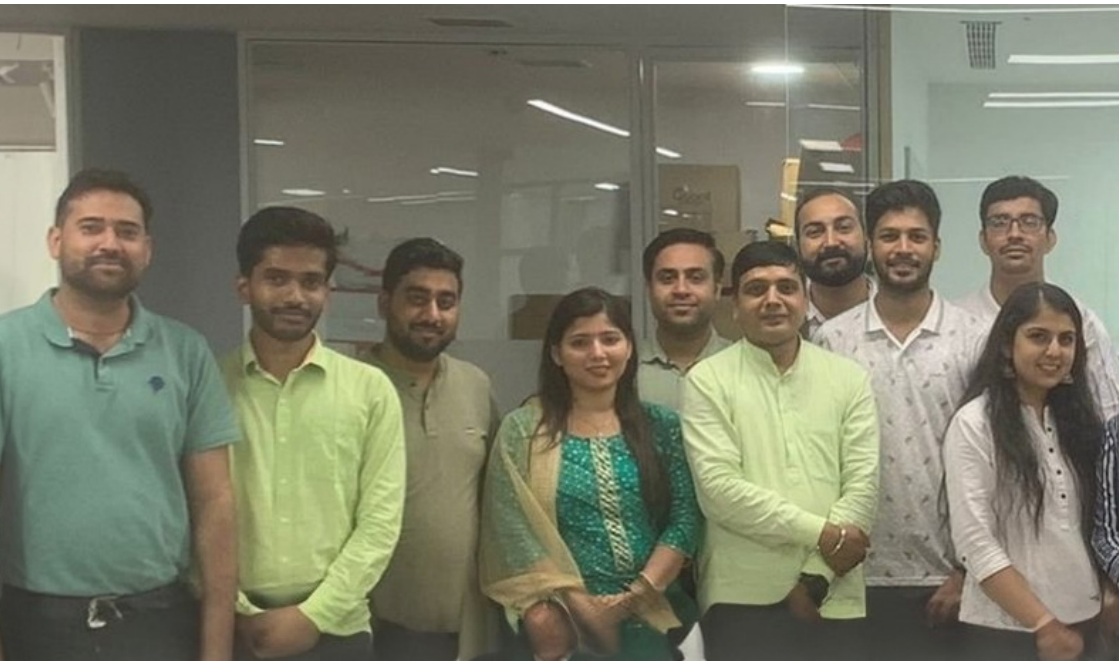
Paternity Leave

As a responsible partner, we encourage you to embrace the joy of parenthood and actively share the workload with your partner . We want you to have some time to create beautiful memories and spend quality moments with your little one. Those early days are precious, and we want you to fully experience them.

Thus all male employees will be mandated 12 continuous days (including weekends) of paternity leave for child birth.

This leave will have to be taken within 30 days before or after the expected delivery or adoption date.

As we conclude this leave guideline, let's embrace a culture that encourages self-care and recognizes the importance of time away from work. By taking well-planned leaves and supporting one another, we create a healthier and more productive work environment. Enjoy your time off!



Holidays in 2023 - THE OFFICIAL LIST

Gandhi Jayanti: Monday, 02 October

Dussehra/Durga Puja: Tuesday, 24 October (Likely)

Post Diwali: Monday, 13th November

Gurunanak Jayanti: Monday, 27th November


Christmas: Monday, 25 December

OTHER PUBLIC HOLIDAYS ON A WEEKEND

(2023 does have a few mandatory holidays falling on a Sunday!
Aaarrgh!)

Diwali: Sunday, 12 November





HOW TO TRAVEL & ASK FOR REIMBURSEMENTS

At the heart of our Travel & Expense Guideline lies the core principles of trust and accountability. We wholeheartedly encourage you to approach business travel or any business expense with the same level of responsibility and care that you demonstrate in your personal life.

Our objective is simple: we want you to perceive the company as an extension of yourself, taking ownership of your decisions and always considering the best interests of our organization. We trust your ability to make informed choices that prioritize efficiency, cost-effectiveness, and the well-being of both yourself and the company.



Travel Guidelline

While we highly value flexibility, we kindly request your adherence to our travel guidelines and policies to ensure fairness and consistency. Your open communication is of utmost importance to us, so please do not hesitate to reach out if you have any questions, concerns, or suggestions regarding our travel guidelline. Your feedback plays a crucial role in our ongoing efforts to continually enhance our practices.

Guidelines (please note that the following is not an exhaustive list but rather a few key guidelines):

Planning for Business Travel:

- Business travel should be conducted in the most cost-effective manner while aligning with the business needs of Kimbal, its Code of Conduct, and all applicable laws.
- It is advisable to book all domestic and international business travel as far in advance as practically possible. This allows for the most economical purchase of tickets and hotel accommodations.
- For air travel, we encourage you to maintain flexibility in planning your departure times, enabling you to take advantage of the lowest-cost flights offered by airlines.
- In the event of any changes in your travel plans, we kindly request that you promptly cancel or modify your reservations. This will help you avoid partial or total loss of tickets or incurring hotel cancellation charges.
- You are permitted to retain your frequent flyer points or the potential to earn frequent flier mileage. Additionally, you may use your mileage or frequent flyer points, or cover the cost difference yourself, to upgrade to a higher class, provided no additional expenses are passed on to Kimbal.
- Any excess charges incurred, such as airport taxes or excess luggage due to carrying Kimbal materials, may be submitted for reimbursement.

Boarding and Lodging:

We firmly believe in trust and accountability, and therefore, there is no specific limit to the daily expense for boarding and lodging. We entrust you to choose what you deem suitable for your travel needs.

Women's Safety

These guidelines are applicable to women employees only and encompass commuting or local travel between the workplace or any other location and their homes.

- a.** Women employees are advised to avoid travel between 9:00 pm and 6:00 am. If travel during these hours is unavoidable, we will provide cabs from/to the airport, workplace, or home to ensure your safety and security.
- b.** If necessary, Kimbal shall arrange an additional day's hotel stay for women employees to avoid late-night travel during the aforementioned hours.
- c.** This guideline also extends to situations where women employees are required to work beyond 7:00 pm at the office. In such cases, Kimbal will either provide a cab for safe transportation or offer the option to stay at a nearby hotel, ensuring your well-being and security.

Local Travel

- For meetings at any other locations, you can claim reimbursement on actuals.

Travel Advance

- To facilitate smooth travel arrangements, it is necessary to request a travel advance from the accounts department in writing at least 48 hours prior. This advance should cover expenses such as hotel stays, meals, and any other related costs.
 1. For faster booking you are allowed to book domestic travel and hotels with your credit cards, and you can claim reimbursement for the same.
 2. In case of international travel, the travel booking shall be taken care by the travel desk. However, for travel related expenses, you can request for travel advance which will be issued to you within 48 hours of request.
- Any unused travel advance should be returned to Kimbal before the 25th of the next month.
- All bills shall be processed on actuals upon submission of invoices. However, there could be miscellaneous expenses where invoices are not available. For such expenses, reimbursements can be submitted without invoices on self attestation basis.

These guidelines are put in place to safeguard the interests of both our organization and our employees. We appreciate your cooperation in adhering to these policies, as they are vital for maintaining fairness, consistency, and accountability in our travel practices.



X The above senario is not advisable

Group Travel

In order to minimize organizational risk in case of any unforeseen incidents, the following guidelines are put in place:

- A maximum of **2** senior executive leaders are advised to be on the same flight.
- No more than **4** individuals from the same function are advised to travel together on the same flight.
- It is advisable to have no more than **10** individuals on any single flight.

Additional Business Expenses

Similar to travel expenses, there's no rigid limit on business expenses. However, it's important to communicate with the designated person (single point of contact) to ensure that the items you require are necessary and not available within the office premises. To provide you with a clearer understanding, here are a few examples:

01 Administrative Expenses:

If you need to make admin-related purchases, such as stationery, it's a good idea to connect with the People & Culture team. They might have these items available at a reasonable cost.

02 IT-Related Expenses:

For anything IT-related, the go-to person is the IT team. They can guide you on what's available and appropriate within our technological framework.

Ultimately, the decision rests with you. If you genuinely believe that the expense is essential and contributes to our business objectives, you can directly liaise with the finance function for advance payment or reimbursements.

Remember, it's about striking a balance between meeting business needs and using resources wisely.

A large, light blue, stylized number '3' is centered on a dark blue background. The number has a thick, rounded, sans-serif appearance. In the center of the '3', the words 'FUELLING' and 'INNOVATION' are stacked vertically in a white, bold, sans-serif font.

**FUELLING
INNOVATION**

Fuelling Innovation

We're all about shaking things up and keeping the creative juices flowing. That's why we're introducing the **Idea Hub** – a place where your awesome ideas can take flight and make a real impact on our company.

The Idea Hub is here to encourage you to share those eureka moments. No matter your role or department, we want you in on the action, bringing your unique perspective to the table.

How?

Drop your innovative ideas to idea.hub@kimbal.io with a brief explanation of its potential benefits and implementation strategies.

These ideas will be reviewed on a monthly basis as per the below mentioned review process.

- Sometimes we may get stuck and need your help. We will send out company wide communication asking for solutions on a specific problem/need. A cross functional panel would be setup specifically for these ideas, the review process will be the same as below.



Review Process

A cross-functional review panel would be created to evaluate the submitted ideas. The review panel will consist of representatives from different departments to ensure a comprehensive assessment of each idea's feasibility, impact, and alignment with the company's goals.

Ideas will be evaluated based on the following criteria:

01 Innovation:

The degree to which the idea represents a novel and creative solution to a business challenge or opportunity.

02 Feasibility:

The practicality and likelihood of successfully implementing the idea within the company's resources and capabilities.

03 Impact:

The potential positive effect of the idea on the organization's operations, customer experience, and overall performance.

04 Alignment:

The extent to which the idea aligns with the company's mission, values, and strategic objectives.

Dream Team

Ideas that meet the evaluation criteria may be selected for further development. If you have submitted an idea, you will be notified of the selection status, and you may be invited to join cross-functional teams to work on the idea's refinement and implementation plan. These teams will collaborate to develop detailed implementation plans, timelines, resource requirements, and potential risks associated with the idea.

The Idea Hub will provide necessary resources, mentorship, and support to the cross-functional teams to ensure the successful execution of selected ideas. Budgets, manpower, and any other required resources will be allocated as needed.

Standing Ovation

If your ideas are successfully implemented and contribute significantly to the organization's growth and innovation, you will be recognized and will also receive a surprise reward with a spotlight on you!

Confidentiality

All submitted ideas will be treated as confidential information, and the company will take measures to ensure the protection of intellectual property and sensitive information.

In a Nutshell

Let's make things pop together with the Idea Hub. We're all ears for your creativity, so jump in and let's make some magic happen!



**BRING A FRIEND TO
WORK**

Bring A Friend to Work

Since we continue to operate in an ‘always on’ hiring mode, we regularly advertise openings for new folks to join our growing team.

1. What better way than to have a friend join us?

If you feel someone you know is a fit for us, do recommend them to Talent Acquisition People and Culture Team.

2. How Can You Go About It?

Step 1: you can share the CV and other details of your friend mentioning it in the subject line to any member of Talent Acquisition team

Step 2: Allow us to internally evaluate the candidate.

Step 3: We believe in your judgment of the person. Hence, the referred candidates are likely to be fast-tracked in the interview pipeline as compared to the other applications.

Step 4: If a candidate you recommend chooses to join us, you get a cash bonus post 2 months of joining.

3. Who Can Refer a Friend? All full-time team members can refer a friend to either of the companies across One Team. If you are a consultant or an intern, you can refer too.



4. **Curious about conflicts of interest?**

When it comes to referring a friend within your team, whether they report directly or indirectly to you, it's important to exercise caution. To prevent any potential conflicts of interest and ensure a fair chance for all, it's recommended that you abstain from being part of the interview panel for such candidates. This practice helps maintain an even playing field and upholds equal opportunities for everyone involved.

If you're a member of the People & Culture (P&C) team or fall within the CEO's direct reporting hierarchy (N-1 level), your role involves sourcing candidates, including friends. However, it's important to note that in this capacity, you won't be eligible for any additional benefits that might be associated with candidate referrals.

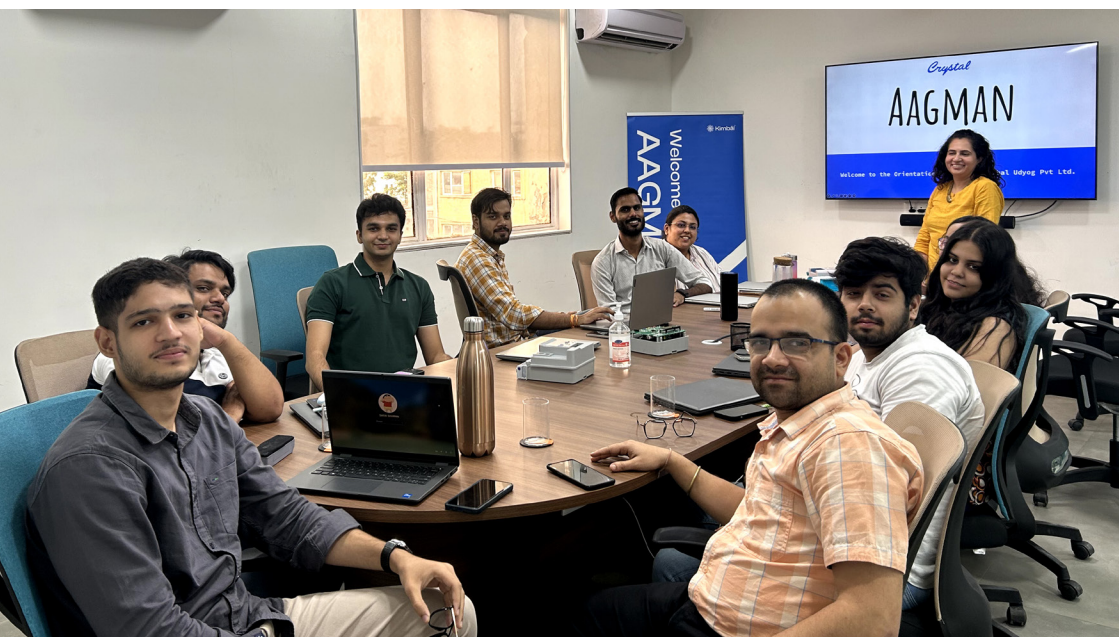
5. **What's in it for You?** You are eligible to receive a minimum of **Rs.10,000** per candidate. While certain roles may come with a higher referral reward, details for such roles will be communicated at the time of announcing the opening across the team.

7. **There Is More!**

Additionally, the company vouches to donate an equivalent amount of your referral to the Give India Foundation under your name Website- give.do



Do note that this part of the referral is non-transferrable or cannot be encashed by you. However, you do have the option to donate your entire referral fee to the foundation or more.





**WHEN YOU CHOOSE
TO DEPART**

Our transition guideline is more than just words; it's a reflection of our values—transparency, fairness, and compassion. It's our guide to ensure that your departure is handled with care and consideration, offering you the support you deserve during this transition. Through this guideline, we're not just protecting your rights; we're honoring your time and contributions, while also ensuring our team stays strong and connected.

Applicable to all team members and to team members on rolls of Kimbal

This guideline supersedes all previous verbal or non-verbal communication and/or terms set in offer letters. This is meant to act as a guide to navigate through certain important details during your time with the company. This also outlines the procedures you will need to follow and the formalities you will need to fulfill during the time you hand in your resignation.

To ensure transparency, this guideline will also give you a brief idea of what will be enclosed in your exit letter and what will be expected of you before you sign off. The obligations imposed and the conditions applicable might vary depending on your employment level in the Company, but unless specified, most clauses apply to everyone.

WHEN DOES MY NOTICE PERIOD BEGIN?

Your notice period commences on the day you formally communicate your resignation via email to both your manager and the People & Culture team. Your manager will engage in a discussion regarding the acceptance of your resignation and determining your final working day, soon after receiving your resignation. Throughout this process, the People & Culture team will provide comprehensive support, acting as your partners to ensure a smooth transition.

DISCHARGE OF EMPLOYMENT

Before we get into what obligations you need to fulfill, it is important to understand how your employment might

be discharged. Normally, there are 2 ways in which your employment might be discharged.

Resignation

When you decide that you voluntarily want to conclude your employment with us, then your discharge of employment will fall into this category. The company in this case will have no role in seeking your resignation and it shall be your own decision to stop working with us.

Immediate Termination

We hope that we never have to resort to this form of termination of employment. This form of termination shall be invoked when any of, but not limited to, the zero tolerance policies are violated.

Notice Period, Leaves During transition & Final Settlement

Notice periods, leaves, and final settlements are vital aspects of your employment terms, hence clarity on these factors is necessary.

Notice Period

Your notice period as defined above is the time from when you hand in your written resignation till the day you finally sign off from the Company i.e. your last working day. This period is important for us to finalize any formalities. We do like people to stay and so, during your notice period too, we may offer you a chance to reconsider your options. However, if we have to part ways, depending on your level in the Company, the below-mentioned notice periods will apply.

Leaders
90 Days

Members
45 Days

MT/GET
30 Days

Leave During Notice Period:

We understand that leave matters, especially during the notice period, might be on your mind. The notice period mentioned above represents the minimum duration you're required to serve post your resignation. However, there's room for flexibility here. Your manager and the People & Culture Team can evaluate your situation and potentially provide some relaxation if circumstances allow.

If the employment is terminated by the Company for violation of code of conduct or for good reason, the notice period will be 24 hours.

No Dues & Final Settlement

On or before your last day of employment, you will be required to fill a No Dues form and get clearance from all relevant departments.


People & Culture team will conduct your Exit Interview, to ensure smooth transition. This crucial interaction provides an opportunity to discuss your experiences, insights, and feedback, contributing to our ongoing efforts to enhance our workplace.

The full and final settlement will be paid and experience letter will be issued to you within 45 days after your last working day. A full account of all the company assets, data in your possession and unclaimed reimbursements will be taken into consideration post your handover before calculating the full and final settlement amount.

This will be communicated to you in writing.

The Management reserves the right to add, alter, amend, modify, cancel, and replace all or any other provisions of this guideline.

This guideline reflects our intention to say goodbye with an ongoing thread of connection. Embracing change, we recognize the robustness of our bonds and the common aspirations that bind us regardless of circumstances or location.

A large, light blue number '6' is centered on a dark blue background. The number is stylized with a thick stroke and a rounded top. The text 'CODE OF CONDUCT' is written in white, bold, uppercase letters across the middle of the number.

CODE OF CONDUCT

Zero Tolerance

Integrity and Trust is something we value more than anything & so, we'll keep it super simple.

Violation of this provision may result in immediate termination with no pay. Here's a list of things that are just not okay. Please note that this list is not complete

MIS-SELLING

We are hungry but not desperate. Mis-selling to clients about our services and products is a sign of the latter.

GIFTING & KICKBACKS

Just so you know, we're totally against giving or taking bribes. We trust you to make the right call and say no if you come across a situation where there's a conflict of interest. It's crucial for us to maintain our integrity and do business in an ethical way. So, if you have any questions or need guidance on this, feel free to reach out to the People & Culture team.

Equal Opportunity

We firmly believe in a level playing field for everyone. Our commitment to equal opportunity stems from our conviction that every individual, regardless of their background, deserves a fair chance to succeed. It's about creating an environment where potential knows no barriers and all can thrive based on merit.

Whether it's during the hiring process or when considering promotions, our guiding principle remains the same. We are dedicated to ensuring that each person is evaluated based on their performance, skills, dedication, and potential, rather than any external factors.

MOON LIGHTING

Integrity is our currency. Team members cannot (without the prior written consent of the Company) during their employment, directly or indirectly be interested in, engage in, or provide services to, any other person, company, business entity or any other organization whatsoever (whether as an employee, officer, director, agent, partner, consultant or otherwise), in return for monetary benefits.

Whistleblower

It's all about trust and fairness :

01 Speak up, no fear: If you see something sketchy going on—like rule-breaking or shady stuff—don't keep it to yourself. We've got your back, and we want you to report it without any worries.

02 We take you seriously: Your concerns matter to us. When you blow that whistle, we'll investigate things thoroughly, no messing around. We'll do our best to keep things confidential too.

03 Many ways to reach out: You've got options! Talk to your supervisor or People & Culture Team, whatever works for you. We're here to listen.

04 You make a difference: By speaking out, you help us keep things legit and maintain a positive work environment. Your input matters big time, and we appreciate it.

So, if you spot something off, don't hesitate to blow that whistle. We've got your back, and together we can keep our workplace awesome!

If you need more info or have any questions about our Code of Conduct, please contact the People & Culture Team . We're here to help. Stay awesome.



PREVENTION OF SEXUAL HARASSMENT

1. OBJECTIVE

1. Kimbal is committed to provide a healthy, safe and conducive environment that enables employees to work, gender bias and any form of Sexual Harassment. Our endeavor is to ensure that every employee is treated with dignity and respect, and is provided with equal opportunities to professional growth.
2. Kimbal will not tolerate any form of Sexual Harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment
3. Therefore, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as “The Act”), Policy on Prevention of Sexual Harassment at Workplace has been formulated to prohibit and prevent any act of sexual harassment at workplace and to provide a mechanism for effective redressal of concerns pertaining to sexual harassment

2. APPLICABILITY

1. The policy is applicable to all the employees of Kimbal, irrespective of their gender. Definition of “employees” includes all persons hired by Kimbal on full-time, part-time, contract, retainership, visiting, training and apprenticeship basis, either directly or through an agent, whether for remuneration or not, working on a voluntary basis or otherwise, whether the terms of employment are express or implied, and includes, employees of service providers/ contractors/ any other third party and business associate at Kimbal workplace, as defined under this policy
2. In case of a Sexual Harassment that may be reported to Kimbal or which Kimbal may come to know on its own course, which involves a contractor or contractor’s employee(s), Kimbal shall be empowered to take action against the contractor or contractor’s employee(s), including but not limited to severance of the relationship between the contractor and Kimbal , as may deem to be fit and proper by Kimbal.

3. DEFINITIONS

3.1 Sexual Harassment:

1. Sexual harassment is defined as any one or more of the following unwelcome acts, gestures or behavior (whether directly or by implication), namely –
 - Physical contact and advances, including but not limited to, touching, brushing against the body, leering, staring, stalking
 - Demand or request for sexual favors
 - Making sexually colored remarks whether oral or written; including but not limited to, comments about an individual's body or appearance or attire which are beyond mere courtesy, sexual epithets, indecent jokes, sexually suggestive or insulting comments, innuendos, whistling
 - Showing or sharing pornography or any other objectionable/offensive material in any form, such as emails, letters, messages, videos, photographs, etc.
2. Further, the occurrence or presence of following circumstances, among other circumstances, in relation to any sexually determined act or behavior may amount to Sexual Harassment -
 - Implied or explicit promise of preferential treatment in the employment; or
 - Implied or explicit threat of detrimental treatment in the employment: or
 - Implied or explicit threat about the present or future employment status; or
 - Interference with the employee's work, or creating an intimidating or offensive or hostile work environment; or
 - Humiliating treatment likely to affect the employee's health or safety

3. Employees at Kimbal must not engage in conduct amounting to sexual harassment and/ or altering an employee's terms or conditions of employment based on his/ her refusal to submit to such conduct. The organization strictly prohibits its employees from implying or suggesting that an applicant or another employee's submission to sexual advances or participation in such sexual conduct is a condition of continued employment or receipt of any job benefit (including job assignment, compensation advancement, career development, or any other term or condition of employment)
4. Sexual Harassment does not include occasional compliments or voluntary relationships between individual employees

3.2 Workplace: is defined as offices and campuses of Kimbal and any other site where Kimbal provides professional services related to education and training. This also includes sites visited by employees while on assignment/ duty and the transportation provided by Kimbal for the said purpose

3.2 Aggrieved: is the employee, business associate or any other person connected to the work and/ or functioning of Kimbal, who alleges to have been subjected to any act of sexual harassment in relation to the workplace (as defined under this policy)

3.2 Respondent: is the person against whom a complaint has been made under this policy.

4. GUIDELINES

4.1 Internal Committee (IC):

1. In accordance with the Act, IC has been constituted at every campus/ location of Kimbal to ensure compliance to and execution of this policy and to undertake time-bound redressal of complaints received under this policy
2. IC comprises of the following:
 - IC is chaired by a woman employee who is at least at a Senior Management position
 - Apart from the chairperson, the IC comprises of at least 2 members from amongst the employees having adequate experience of social work or having knowledge of law
 - There should also be a representation from NGOs or other social organisation, committed to the cause of women or operating in the area of Sexual Harassment
 - In total, the IC comprises of at least 4 members (including chairperson) and at least 50 % of total members must be of the same gender as that of the aggrieved
 - A quorum of 3 members is required for proceedings to take place
3. The Chairperson and every Member of the IC shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by Kimbal
4. The list of IC Members and their contact numbers shall be circulated to all employees and prominently displayed at identified locations at each campus

4.2 Preventive Steps Regarding Sexual Harassment:

1. The IC will be responsible for undertaking following preventive actions to ensure a safe, healthy and conducive work environment:
 - Ensure that all employees, business associates or any other person connected to the work and/ or functioning of Kimbal are aware of the organisation's Policy on Prevention of Sexual Harassment at Workplace, through circulation of the policy document and conducting workshops and / or discussions
 - Conducting gender sensitization/ awareness workshops and in-house trainings for employee groups (including new hires) about sexual harassment, rights of the employees and redressal mechanism
 - Creation of women groups within the organisation to develop a supportive work environment. These groups will also facilitate early identification of potential concerns of sexual harassment
 - Implementing learning's from previous cases
 - Widely publicizing that Sexual Harassment is an offence under applicable law and Kimbal shall have zero tolerance regarding the same
 - Apart from this, the IC may undertake other measures from time to time to ensure a workplace free from harassment
3. IC is also responsible for investigating every formal written complaint of sexual harassment made under this policy
4. IC shall take appropriate remedial measures to respond to any substantiated allegations of sexual harassment

4.3 Procedures for Resolution, Settlement or Prosecution of Acts of Sexual Harassment

1. The IC will be responsible for undertaking following preventive actions to ensure a safe, healthy and conducive work environment:

2. Filling of Complaint

- Any employee who is being sexually harassed, either explicitly or implicitly, may submit a written complaint preferably within 3 months from the date of incident or, in case of a series of incidents, the date of last occurrence of incident. The complaint can be in form of a letter in a sealed envelope addressed to Chairperson of IC , along with proofs (photographs, emails, etc.) and names of the witnesses (if any), or an email addressed to posh@crystalpower.in . Anonymous complaint can also be made to the Chairperson of IC in person, in form of a sealed envelope. In case oral complaint is made, the IC member will assist the aggrieved in writing the complaint.
- If the aggrieved files a complaint after a period of three months, the IC may condone the delay provided it is satisfied as to the reasons for the delay in filing
- If the aggrieved is unable to make a complaint on account of his/ her physical or mental incapacity or death or otherwise, her/ his legal heir, relative or friend, or person having knowledge of the incident may make such a complaint
- Upon receiving any complaint, IC will register the complaint. The Chairperson will then determine whether the complaint falls under the purview of IC, within 7 days from the date of receipt of complaint
- If the complaint doesn't fall under the purview of IC, the IC shall record this finding along with reasons. The same shall be communicated to the aggrieved/ complainant. Additionally, and to the extent possible and as required, the IC may support the aggrieved/ complainant in channelizing this complaint to relevant authority.
- In cases where the allegation falls under the purview of IC, the IC shall initiate appropriate action as outlined in the following section.

- In the event the complaint is against any member of the IC or any relative of any member of the IC, then such member shall cease to be a part of the IC and a new member may be nominated by the other members of the IC for dealing with that particular complaint

3. Conciliation Proceeding

- Before conducting an inquiry, the IC at the request of the aggrieved may take steps to settle the matter between the aggrieved and the respondent, through conciliation
- No monetary settlement shall be made as a basis of conciliation
- In case settlement has been arrived at, the IC shall record the settlement so arrived and forward the same to the management to take action as specified in the recommendation
- The copies of the settlement shall be provided to the aggrieved and the respondent
- Where a settlement is arrived at, no further inquiry shall be conducted by the IC. However, in case the aggrieved informs that any term or condition of the settlement has not been complied with by the respondent, the IC shall proceed to make an inquiry into the complaint

4. Procedure of Inquiry

- A copy of the complaint as received by the IC shall be given to the respondent, within seven (7) working days of recording of the same. The respondent shall, within ten (10) working days of receipt of the complaint, be required to submit his/her response to the complaint and to indicate whether the respondent wishes to examine any witnesses or furnish any evidence
- Where the respondent is an employee of Kimbal, the IC shall proceed to make inquiry in accordance with the provisions of the service rules applicable to the respondent

- Upon receipt of the responses from the respondent, the IC shall conduct a hearing where both the aggrieved and the respondent shall be heard in person on the date falling four (4) working days after the receipt of reply from the respondent. The IC shall notify the respondent and aggrieved (as well as the witnesses, if any) of the time and venue of the hearing
- The IC shall follow principles of natural justice in all its proceedings. IC shall provide adequate opportunity to both the parties to be heard and present their case. However, either parties are prohibited from involving any other external agency (such as lawyers) to represent themselves
- The aggrieved and the respondent shall have the right to lead evidence and to cross-examine witnesses
- At any stage during the course of enquiry either party may submit self-attested documents/ evidences to substantiate their case
- If any party requires a witness to be called, the same is to be communicated to the IC in advance. The IC shall call upon the witnesses on behalf of either party for the next meeting
- If either party fails to appear for proceedings at 3 instances then the IC is authorized to continue with the proceedings after sending an advance notice to the concern party at least 14 days prior to the meeting/proceeding
- The IC and Kimbal shall maintain confidentiality of the identity of the aggrieved, the respondent and the witnesses
- In conducting the inquiry, a minimum of 3 members of the IC including the Chairperson of the IC shall be present
- The IC shall investigate the complaint and complete the inquiry within sixty (60) days from the date on which the inquiry is commenced and provide its report expeditiously. Any reasons for delay in completion of the same within the mandated time frame must be recorded in writing

- A written request may be made by the aggrieved on the basis of which the IC may recommend to Kimbal to transfer the aggrieved/ the respondent to any other Workplace or grant leave of up to three months to the aggrieved or restrain the respondent from reporting on the work performance of the aggrieved or supervising any work-related activity of the aggrieved
- In the event the aggrieved approaches or the IC forwards the complaint to the police for any necessary action, Kimbal shall extend all possible assistance to the aggrieved and provide cooperation in any investigation by the relevant law enforcement agencies

1.1 Internal Committee (IC):

1. IC shall prepare a written report of its findings on the complaint, including recommendations for imposition of penalty and the reasons for such recommendations to the Management
2. IC shall submit this report to the Management and the concerned parties, within two (2) working days of signing of the report by all members of the IC
3. In case the IC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Management that no action is required to be taken in the matter

5. Manner of taking action against the Respondent

1. In case IC arrives at the conclusion that the allegation(s) against the respondent have been proved, it shall make the following recommendations to the Management :
 - To take action for Sexual Harassment as a misconduct in accordance with the policies and rules applicable to the respondent;
 - To impose any of the following penalties on the respondent held to be guilty of sexual harassment. These penalties shall be classified as minor and major penalties as under:

- i. Minor penalties
 - ◇ Verbal warning;
 - ◇ Written warning;
 - ◇ Counselling session;
 - ii. Major penalties
 - ◇ Reprimand or censure;
 - ◇ Withholding of increment /pay rise;
 - ◇ Withholding of promotion;
 - ◇ Reduction in grade;
 - ◇ Termination of service
- If the respondent is found guilty of a serious instance of sexual harassment at workplace, the IC can also recommend monetary compensation in favour of the aggrieved, by way of a deduction from the salary of the respondent such sum as it may consider appropriate to be paid to the aggrieved. For the purposes of determining the sums to be paid to the aggrieved, the IC shall keep in mind:
 - ii. Mental trauma, pain, suffering and emotional distress caused;
 - ii. Loss in the career opportunity due to the incident of sexual harassment;
 - ii. Medical expenses incurred by the aggrieved for physical or psychiatric treatment;
 - ii. Income and financial status of the offender;
 - ii. Feasibility of such payment in lump sum or in installments
 - Provided however, that in addition to all these penalties, the respondent can also be required to give a written apology to the aggrieved and upon failure to do so, the punishment can be enhanced

6. Implementation of recommendations

1. The Management shall, not later than thirty (30) working days from the receipt of the recommendations of the IC, implement the said recommendations
2. In case the Management is of the view that there is any clarification required in the report or recommendations of the IC, it shall send the report back to the IC for a review
3. The IC shall review the issues highlighted by the Management and provide suitable responses to the Management
4. Upon receipt of the clarifications from the IC, the Management of Kimbal shall be bound to accept the report with recommendations of the IC and take action, as advised by the IC

4.4 Appeal

Any person aggrieved with the report of the IC may appeal to the CEO within 90 days

4.5 Confidentiality

1. The confidentiality of all proceedings along with the identity of the complainant and accused will be maintained throughout the inquiry process to the extent possible
2. Additionally, employees involved in the inquiry process (complainant, accused, witnesses, members of IC or any other employee) are prohibited from discussing the details of the case outside of meetings/ proceedings, unless required as part of the inquiry process
3. All the reports and documents will remain confidential with IC, except where disclosure is required as part of the process. No person, unless authorized by Head HR / Chairperson of IC will have access to these reports/documents
4. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action

4.6 Protection To Aggrieved, Complainant and Witnesses

1. Kimbal is committed to ensuring that that the aggrieved, complainant and witnesses are not victimized or discriminated against during the course of the investigation and afterwards
2. Reprisal, in any form, against the aggrieved, complainant and/or witnesses shall be subject to disciplinary action as per the policies of Kimbal

4.7 Punishment for false or malicious complaint and false evidence

- If during the inquiry process it is found that the allegation against the respondent is malicious or the aggrieved or any other person making the complaint has made the complaint knowing it to be false or any person has produced forged or misleading document(s), strict disciplinary action shall be initiated against the said person(s), in accordance with the provisions of the rules and policies of Kimbal applicable to him/ her

4.8 Responsibilities of the Employees

1. All employees of Kimbal have a personal responsibility to ensure that their behavior is not contrary to this Policy
2. All employees are encouraged to reinforce maintenance of a safe and healthy work environment, free from Sexual Harassment of any kind
3. All employees shall extend fullest co-operation to the IC. Any failure to cooperate or providing wrong or misleading information, or withholding information shall be a violation of this Policy and shall be dealt with appropriately by Kimbal

4.9 Responsibilities of the Management

1. Management shall extend complete support to IC in ensuring effective and timely implementation of this policy across the organisation. The management shall also support the IC in effective closure of all cases received, as prescribed in this policy or as per applicable laws

4.10 Annual Report

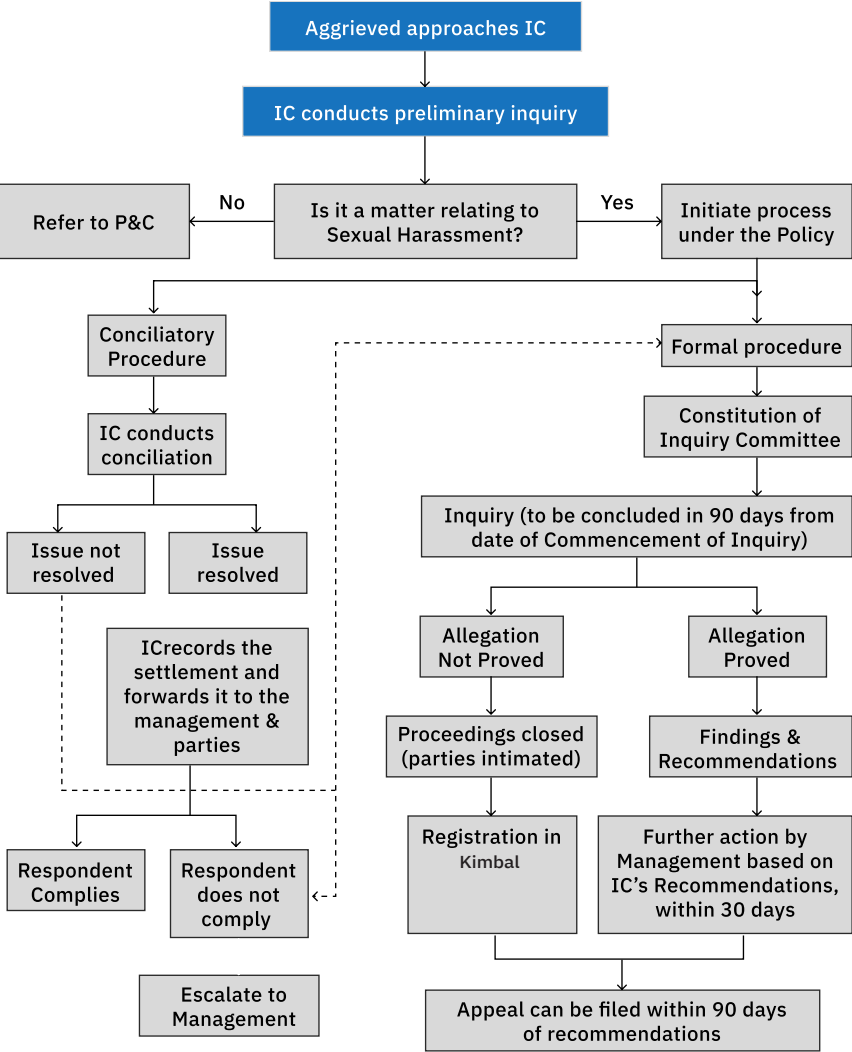
1. The IC is responsible for preparing an annual report of actions related to prevention of sexual harassment for submission to the Management. The below mentioned details should be part of the report:
 - Number of complaints received during the year
 - Number of complaints disposed-off during the year
 - Number of cases pending for more than 90 days
 - Number of awareness workshops / gender sensitization sessions conducted
 - Actions taken by the employer in cases registered.

4.11 Members of IC at Kimbal

1. The details of current IC at all locations of Kimbal is given below:

IC at SUPL all locations			
	Name	Position	Contact Details (Email Id and Phone No.)
	Jaya Suri	Chairperson	jaya.suri@kimbal.io 9873416119
	Pradeep Chakraborty	Member	pradip.chakraborty@kimbal.io 9123059204
	Ineet Bagga	Member	ineet.bagga@kimbal.io 9772622709
	Anirudh Sinhal	Member	anirudh@kimbal.io 9999568556

Process Flow Chart for Handling Complaints Pertaining to Sexual Harassment



kimbal.io



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