



Non-discrimination and Anti- Harassment policy

The non-discrimination and Anti-Harassment policy reflects our dedication to maintaining an inclusive environment where every individual is treated with respect and dignity. We strictly prohibit any form of discrimination or harassment based on gender, age, race, colour, religion, sexual orientation, disability, or any other protected characteristic

Agrocrops Non-Discrimination & Anti-Harassment Policy

Agrocrops is committed to cultivating a work environment where individuals are treated with dignity and respect. Our goal is to establish a workplace characterized by mutual trust and respect, fostering an atmosphere where employees can perform at their best without experiencing intimidation, oppression, exploitation, discrimination, or any form of harassment.

The company's non-discrimination and anti-harassment policy unequivocally prohibits all types of harassment and discrimination, be it sexual or non-sexual, and emphasizes the expectation of professional behaviour among employees. This includes promoting a workplace that is free from bias, prejudice, and discrimination.

Agrocrops is committed to making reasonable efforts, including sensitization and training, to raise awareness about and uphold this policy. Agrocrops don't discriminate and against any form of verbal or physical harassment based on race, colour, religion, disability, nationality, gender, age, sexual orientation, marital status or any other characteristic protected by applicable law. This applies to our hiring, compensation, promotion, transfers, discipline, demotions, terminations, layoffs, access to benefits, training and all other aspects of employment including any third party.

I. Prohibited conduct under the policy

The following (but not limited) are considered forms of harassment and will warrant investigation and appropriate action:

a. Sexual Harassment

The definition, scope and repercussions are as per the company's policy on sexual harassment in the workplace

b. Non-sexual harassment & discrimination

- Any form of discrimination towards an employee is strictly prohibited, including but not limited based on race, skin colour, caste, religion, ethnicity, national origin, sex (including pregnancy), age, disability, class, place of birth, sexual orientation, gender identity, marital status, religious belief or lack of religious belief, life expectancy, or any other status protected by the laws or regulations in the locations where we operate.
- Bullying/workplace violence: We do not tolerate violent acts or threats of violence, verbal, non-verbal or in writing. We will not tolerate fighting, bullying, coercion, or the use of abusive or threatening words or actions directed to, about, or against any employee of the company.

c. Retaliation

Retaliation of any sort for filing a claim of harassment will not be tolerated. No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

The policy should not be taken in a manner that disrupts the spirit of the purpose it was created. Any violation of the policy will be subjected to disciplinary action

II. Reporting Procedure

Any employee who believes he or she has experienced or witnessed any conduct that is violation of this policy should immediately report the concern either orally or writing in details (names of individuals involved including witnesses, date, time, location, incident brief) to the reporting manager or the HR representative.

III. Responding to Complaints

All reports describing conduct that is inconsistent with this policy will be investigated promptly and thoroughly. Employees are required to cooperate in investigations. The Company is committed to maintaining confidentiality to the extent possible. The Company will take all reasonable measures to ensure that the situation is divulged only to those with a need to know.

IV. Confidentiality

All complaints and investigations shall be treated confidentially. The HR department will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

V. Escalations & classification of disciplinary action

All individual team members, managers and leaders will be subject to disciplinary action, up to and including termination, for any act of harassment they commit. Although disciplinary action will be at the discretion of the management specific to each case after the investigation, it can generally be classified into 4 levels. The levels are as follows

- Level 1: First-time occurrences of inappropriate behaviour. An act out of character. After a formal investigation, co-workers still feel comfortable working with the

offender. The attempt will be to sensitize first and facilitate a formal apology towards the inflicted parties.

- Level 2: Recurring socially inappropriate behaviour. It can lead to suspension (Paid/Unpaid based on country), mandatory course on Inclusivity, formal apology towards inflicted parties, written admonition, potential transfer to another team and even has potential of termination.
- Level 3: Major infraction, including retaliation, or recurring socially inappropriate behaviour after a written admonition. This can lead to termination of employment.
- Level 4: Serious cases, including any criminal offence. This can lead to termination of employment and the perpetrator will be reported to the Police/Authorities.

VI. Training & guidance

Company will provide time-to-time training for understanding, preventing and dealing with non-discrimination and anti-harassment.

VII. Review of policy

The management may review the policy from time to time as may be required. Changes, if any, shall be effective only upon approval by the Board

Version No.	Approval Date	Effective Date	Version Change	Version owner	Approved by
1	20-06-2018	01-07-2018	First version	Dilip Kumar Senior Manager HR	Bhavani Saravanan CMD
2	20-06-2023	01-07-2023	Second version	Dilip Kumar Senior Manager HR	Bhavani Saravanan CMD