



Premier Road Carriers Limited

Non-Discrimination and Anti-Harassment Policy

Prepared By:		Approved By:		Issued By:	
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Non-Discrimination and Anti-Harassment Policy

Premier Road Carriers Limited (PRCL) is committed to creating an inclusive, safe, and respectful environment for all employees and contractors. Under no circumstances will any form of discrimination, harassment, or abuse be accepted. This policy defines our zero-tolerance policy for harassment, discrimination, and abuse, as well as guidance for dealing with and preventing such events.

Non-Discrimination:

PRCL does not discriminate in employment opportunities or practices based on race, colour, religion, disability, national origin, genetic information, gender, marital status, or any other legally protected trait. Our non-discrimination in employment policy applies to all elements of employment, including recruitment, hiring, salary, promotions, transfers, discipline, terminations, access to benefits and training, and all other areas of employment.

Anti-Harassment:

We shall create a safe and pleasant work atmosphere in which everyone is treated fairly and with respect. Any employee who verbally or physically harasses or discriminates against another employee on the basis of an individual's race, colour, religion, national origin, genetic information, sex (including pregnancy), age, sexual orientation, gender, marital status, or any other characteristic protected by applicable law is in violation of Company policy.

Employee harassment in the workplace by any third party will also not be tolerated. Any employee who violates the company's anti-harassment policy will face disciplinary action, up to and including termination. This policy prohibits any discriminatory employment action and any welcome or unwelcome conduct inflicted on someone because of that individual's protected status, whether verbal, physical, or visual.

This policy prohibits the use of epithets, slurs, jokes, negative stereotyping, intimidating acts, and the distribution or publishing of written or graphic materials that demonstrate hatred towards individuals because of their protected status. The company forbids such behaviour in the workplace, even if it is not severe or pervasive enough to constitute unlawful harassment.

Sexual Harassment:

The PRCL has a policy of "Prevention of Sexual Harassment" to any instance of sexual harassment and PRCL shall take all necessary steps to investigate and take necessary action with respect to such incidents as per the policy Guidelines. The policy can be found here: <https://www.prclimited.co.in/policies.html>

Training and Awareness:

- Employees and stakeholders will get regular training and educational programmes from the organisation to improve awareness about workplace discrimination and abuse.
- The organisation will ensure that all employees understand their rights and duties under this policy, as well as the reporting channels that are available. Reporting:
- Individuals who encounter or witness discrimination or abuse are strongly encouraged to report the occurrence to their immediate supervisor, Human Resources, or an authorised authority as soon as possible.
- Reports can be made verbally or in writing, with complete data provided, including the date, time, place, people involved, and a description of the incident.



- Businesses should make anonymous reporting options available to encourage reporting without fear of retaliation.

Responding To Complaints:

All reports describing behaviour that is inconsistent with this policy will be properly investigated. Employees must comply with investigations. The company is dedicated to safeguarding privacy.

Corrective Action:

We will not accept any form of harassment or discrimination that violates our policy. If an investigation reveals a violation of this policy or other inappropriate behaviour, the Company will take appropriate corrective action, including discipline, up to and including termination of employment, depending on the circumstances, regardless of the job positions of the parties involved. The Company may discipline an employee for any inappropriate behaviour identified when reviewing reports filed under this policy, regardless of whether the behaviour is illegal. If the person who violated this policy is not an PRCL employee, we shall take whatever corrective action is necessary and appropriate under the circumstances.

Applicability:

This policy applies to all anyone involved with PRCL, including employees, contractors, volunteers, visitors, and clients. It includes discrimination and abuse based on race, colour, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, handicap, or any other legally protected trait.

PRCL shall review and amend this policy on a regular basis to ensure its effectiveness and compliance with changing regulatory requirements and best practices.

Document Management Information

Version No.	Version date	Author	Reviewed By	Approved By	Changes
0.0	01.08.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Draft
1.0	12.09.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Initial Document