



# 2026

## COMPANY POLICY DOCUMENT



ISO 9001:2015 Certified  
Certified by TÜV SÜD South Asia Pvt Ltd  
Cert. No. 99 100 25410



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## Policy Name - POSH Policy

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## Policy Name - POSH Policy

### Purpose of Policy

The purpose of this policy is to ensure a safe, respectful, and harassment-free workplace for all employees of **Pratham Transolutions India Pvt. Ltd.**

As a logistics company with a large and diverse workforce—including drivers, office staff, and field employees—this policy establishes a **Zero-Tolerance approach toward Sexual Harassment and promotes dignity at work.**

This policy aims to:

- Prevent incidents of sexual harassment
- Provide a clear complaint and redressal mechanism
- Ensure fair, timely, and confidential investigation
- Comply with legal requirements under Indian law

### Scope of the Policy

This policy applies to:

- All employees
- Commercial truck drivers and field staff
- Office staff across all departments

The policy is applicable at:

- Company offices and premises
- Vehicles and operational sites
- During business travel, client locations, and training sessions
- Any work-related interaction, including phone calls, WhatsApp, or social media

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### Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (direct or implied) of a sexual nature.

#### Types of Harassment

##### Verbal

- Sexual comments, jokes, or remarks
- Unwanted calls, messages, or social media interaction
- Gender-based insults or offensive language

##### Non-Verbal

- Staring, gestures, or signals of sexual nature
- Display of pornographic or offensive material
- Whistling or inappropriate body language

##### Physical

- Unwanted touching, patting, or contact
- Attempted or actual assault
- Any physical conduct of sexual nature

Important: Even a single incident can be considered harassment if it is severe.

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### Policy Statement - Zero Tolerance

Pratham Transolutions India Pvt. Ltd. strictly prohibits any form of sexual harassment.

- All employees must maintain professional and respectful conduct
- Any inappropriate behavior—whether in office, on road, or during trips—is unacceptable
- The company enforces a strict discipline policy and may take severe action, including termination

### Internal Complaints Committee (ICC)

The company has constituted an Internal Complaints Committee (ICC).

#### Role of ICC

- Receive and investigate complaints
- Ensure fair hearing for both parties
- Maintain confidentiality
- Recommend appropriate action
- Complaint resolution within 90 days
- Action taken based on findings

Employees can approach ICC directly as mentioned in ICC Policy (Reference P/HR/11) or through HR.

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### Roles & Responsibilities

#### Employees

- Avoid any conduct that may be considered inappropriate
- Report incidents immediately (self or others)

#### Drivers

- Maintain discipline at loading/unloading points
- Avoid inappropriate behavior with co-drivers, helpers, clients, or public
- No use of offensive language or gestures

#### HR Department

- Ensure policy awareness and training
- Form and manage the ICC
- Maintain complaint records confidentially
- Ensure timely investigation and closure

#### Operations Department

- Monitor driver behavior during trips
- Report any misconduct immediately

#### Admin Department

- Support ICC logistics and documentation
- Ensure safe workplace infrastructure

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### Complaint & Redressal Process

#### Filing Complaint

- Complaint can be written or verbal
- Can be submitted to HR or ICC
- Anonymous complaints allowed through grievance system

#### Investigation

- Both complainant and respondent are heard
- Evidence and witnesses reviewed
- Confidential process maintained

#### Action

If found guilty, actions may include:

- Warning or suspension
- Termination without notice
- Legal action under applicable laws

If not satisfied, either party can pursue legal remedies.

### Confidentiality & Protection

- All complaints will be handled strictly confidentially
- No retaliation against complainant or witnesses
- False complaints (if proven malicious) may attract disciplinary action

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### Disciplinary Action

Depending on severity:

- Verbal/written warning
- Suspension
- Termination of employment
- Legal action under IPC

The company reserves the right to take strict and immediate action in serious cases.

### Grievance Redressal System

Employees can raise concerns through:

- HR Department
- Reporting Manager
- ICC Members
- Anonymous complaint mechanism

All complaints will be addressed promptly and fairly.

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### Conclusion

Pratham Transolutions India Pvt. Ltd. is committed to creating a safe, respectful, and inclusive workplace for all employees.

This POSH Policy ensures:

- Zero tolerance for harassment
- Strong legal compliance
- Protection of employee dignity
- Clear accountability across all levels

All employees must strictly follow this policy to maintain a professional and ethical work environment.

### Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya  
Founder & Director



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