



PARTH SOMPURA FILMS LLP

(ISO 9001:2015 Certified)

022-35752355/ +91 9892785258

info@parthsompurafilms.in

C38/39, 7th Floor, Parinee Crescenzo, G-Block, Bandra Kurla Complex, Mumbai - 400051

www.parthsompurafilms.in

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# Employee Rights and Workplace Conduct Policy

## 1. Purpose

Parth Sompura Films LLP (“the Firm”) is committed to maintaining a professional, inclusive, and safe workplace where every employee is treated with dignity and respect. This policy establishes standards of behavior, rights, and responsibilities applicable to all employees, contractors, freelancers, interns, and representatives engaged with the Firm.

## 2. Scope

This Policy applies to:

- All full-time and part-time employees
- Freelancers and consultants engaged for projects
- Interns and trainees
- Any individual representing the Firm at client premises or during official events

## 3. Equal Opportunity and Non-Discrimination

The Firm provides equal opportunities in recruitment, training, promotion, compensation, and other employment conditions. Decisions shall be made solely on the basis of merit, competence, and business needs.

**No discrimination** will be tolerated on the basis of:

- Gender, marital status, or sexual orientation
- Religion, caste, creed, or community
- Age or disability
- Socioeconomic background
- Any other characteristic protected under law

Managers and team leads are responsible for upholding these commitments and ensuring inclusive practices in all people-related decisions.

## 4. Workplace Conduct Standards

All individuals are expected to:

- Conduct themselves with **integrity, honesty, and professionalism** at all times.
- Comply with all applicable laws, regulations, and Firm policies.
- Treat colleagues, clients, and stakeholders with respect and courtesy.
- Protect the confidentiality of proprietary information and data.
- Avoid behavior that could reasonably be perceived as harassment, intimidation, or discrimination.

Examples of **unacceptable conduct** include (but are not limited to):

- Use of abusive or offensive language
- Physical or verbal threats
- Spreading malicious rumors or gossip
- Deliberate exclusion or marginalization of colleagues
- Retaliation against anyone who raises concerns in good faith

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## 5. Anti-Harassment and Anti-Bullying

The Firm maintains **zero tolerance** towards any form of harassment or bullying, including sexual harassment, whether direct or indirect.

### 5.1 Definition of Harassment

Harassment includes unwelcome behavior that violates an individual's dignity or creates a hostile, intimidating, or humiliating environment.

This includes but is not limited to:

- Unwelcome advances or physical contact
- Inappropriate jokes or comments of a sexual nature
- Displaying offensive images or materials
- Repeated unwelcome invitations
- Comments about personal appearance

### 5.2 Prevention of Sexual Harassment

In compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the Firm has established the following:

- An **Internal Complaints Committee (ICC)** (required if the Firm employs 10 or more employees)
- Procedures for confidential investigation and resolution of complaints
- Assurance of no retaliation against complainants

**Any instance of sexual harassment should be immediately reported to the ICC or designated grievance officer.**

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## 6. Grievance Redressal

Employees are encouraged to raise concerns promptly. Grievances related to discrimination, harassment, or any violation of this policy may be reported to:

- Immediate supervisor, OR
- HR representative, OR
- [Designated Grievance Officer Name & Contact]

**Grievances will be handled with utmost confidentiality, impartiality, and sensitivity.**

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## 7. Fair Appraisal and Feedback

The Firm is committed to **fair and transparent performance appraisals** based on objective criteria, project contributions, and adherence to values.

- Employees will receive regular feedback and the opportunity to improve.
- Performance discussions shall be conducted respectfully and constructively.

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## 8. Disciplinary Action

Any violation of this Policy may lead to appropriate disciplinary action, including but not limited to:

- Written warnings
- Suspension from projects
- Termination of employment or engagement
- Legal action, where applicable

Disciplinary decisions will be made fairly and in accordance with principles of natural justice.

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## 9. Policy Review and Updates

This Policy shall be reviewed annually and updated as required to reflect changes in law, organizational needs, or best practices. Employees will be informed of any significant revisions.

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## 10. Acknowledgment

All employees and associates must sign an acknowledgment stating that they have read, understood, and agreed to comply with this Policy.

**Parth Sompura Films LLP**



A handwritten signature in blue ink, appearing to be "Parth", written over the circular stamp.

**Partner**

Authorised Signatory