



**PRESSMAN**

**POLICIES  
AND  
GUIDELINES**

**PRESSMAN ADVERTISING & MARKETING LTD.**

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## **POLICIES AND GUIDELINES**

### **Corporate Governance Policy**

Pressman policy on Corporate Governance endeavours to empower the executive management with a well-defined mechanism of checks and balances to ensure that the decision-making powers vested in the executive management are used with care and responsibly to meet the aspirations of the stakeholders.

The core principles of Pressman corporate governance are trusteeship, transparency, empowerment, accountability and ethical standards.

### **General Code of Conduct**

The Pressman Code of Conduct, is applicable to all Directors, senior management and employees of the company. The code lays down three fundamental principles, viz., good corporate governance, good corporate citizenship and exemplary personal conduct. The code encompasses Pressman commitment to health, safety and environment, a gender friendly workplace, transparency and accountability, legal compliance, and the philosophy of leading by personal example. Non-adherence to the Code or cases of unethical behaviour is brought to the attention of the immediate senior, who, in turn, reports the same to the CEO.

### **Discrimination at Workplace**

Pressman human resources policy endeavours to recognize the meritocracy in the organisation, which promotes diversity and offers equal opportunity to all employees. Pressman does not engage in or support direct or indirect discrimination in recruitment, compensation, promotion, termination or retirement based on caste, religion, disability, gender, age, race and colour.

### **Child and Forced Labour**

Pressman does not employ any person below the age of eighteen at the workplace and prohibits the use of forced or compulsory labour at all its units. No employee is made to work against his/her will or work as bonded/forced labour, or subject to coercion of any kind.

## **Corruption at Workplace**

All employees of Pressman have the obligation to conduct themselves in an honest and ethical manner and act in the best interest of the Company at all times. They are expected to demonstrate exemplary personal conduct. All employees of Pressman must avoid situations in which their personal interest could come in conflict with the interest of the Company.

## **Sexual Harassment at Workplace**

### **I. Objectives**

1. Pressman is committed to providing to all its employees an environment free of gender-based discrimination. The Company strives to provide all its employees with equal opportunity conditions of employment, free from gender-based coercion, intimidation, or exploitation and to create a work environment where everyone has an opportunity to fully participate in achieving business success and is valued for distinctive skills and experiences. The Company has zero tolerance for harassment, intimidation or humiliation of any kind in its workplace and is dedicated to ensure enactment, observance and adherence of guidelines and best practices that prevent and prosecute acts of sexual harassment.
2. This policy applies to all allegations of sexual harassment made by any employee of the company against another employee irrespective of whether sexual harassment is alleged to have taken place within or outside the company premises.

### **II. Definitions and examples of Sexual Harassment**

1. Sexual harassment includes any unwelcome, sexually determined behavior, direct or indirect, physical contact and advances, a demand or request for sexual favors, sexually colored remarks, showing pornography, any other unwelcome physical, verbal or non verbal conduct of a sexual nature. Sexual harassment includes but will not be confined to the following:
  - (a) Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, in return for a term or condition of instruction, employment,

participation or evaluation of a person's engagement in any Company activity or otherwise in the course of employment;

- (b) Verbal, non-verbal, or physical conduct such as sexually colored remarks or jokes, letters, phone calls or e-mail, offensive hand or body gestures, showing of pornography or other visual displays of degrading sexual images, lurid stares, physical contact or molestation, stalking, sounds of a derogatory nature having the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
- (c) Unwelcome physical contact such as patting, pinching, touching or putting an arm around another person, unwanted declarations of affections, stalking or molestation or any quid pro quo behaviour such as seeking sexual favours in return for promotion or benefits in employment;
- (d) Any form of sexual assault is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person; and
- (e) Any such conduct as defined in (a) to (d) above is committed by a third party or outsider in relation to an employee of Company or vice versa on the premises of Company.

2. Sexual harassment may be of two kinds: hostile work environment and an attitude of quid pro quo.

- (a) Hostile work environment constitutes sexual harassment directed towards an individual because of gender and has the purpose or effect of (i) creating an intimidating, hostile, or offensive work environment, or (ii) unreasonably interfering with another's work performance. Generally this includes pornography in public places, foul language, etc and may not be directed at any employee in particular, but the effect on the employee is one of discomfort; and
- (b) Sexual harassment by one in a position of power or influence constitutes quid pro quo sexual harassment when (i) submission by an individual is made either in an explicit or implicit term or condition of employment, or (ii) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee such as promotions, salary raises, etc;