

Harassment & Discrimination Policy

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1. Objective

Gatronova is dedicated to offering an environment free from discrimination and harassment in all its forms. Our organization has a zero-tolerance policy for harassment or discrimination, and we are committed to avoiding and resolving any incidents that may arise.

2. Scope

This procedure shall be applicable to all employees, Directors, Consultants, Customers, Suppliers and Third-Party Representatives, other Business Partners, and anyone else who interacts with Gatronova at any business location.

3. Definitions

Harassment is defined as any unwanted behavior or communication—verbal, physical, or visual. It may be founded on any protected characteristics, including race, religion, gender, age, nationality, or handicap.

Discrimination is defined as any unjust or unequal treatment of an individual based on their protected characteristics, including but not limited to their race, religion, gender, nationality, age, or handicap.

Gatronova strictly does not tolerate the following types of harassment and discrimination:

- Sexual harassment includes solicitations for sexual favors as well as unwelcome remarks and advances.
- Racial, ethnic, or religious harassment or prejudice.
- Harassment or discrimination on the basis of age, gender, handicap, or any other protected trait.
- Revenge taken on those who, in good sincerity, report harassment or discrimination.

4. Reporting

Any employee who believes that he/she has experienced or witnessed harassment or discrimination should report it immediately to the line manager or the Human Resources - Compliance department. Individuals can also report, by sending email to

speakout@gatron-novatex.com and the company will take appropriate steps to address the issue. Rest assured, company will maintain maximum possible anonymity/confidentiality.

5. Investigation and Resolution

Gatronova shall form an inquiry committee to thoroughly investigate complaints of harassment and discrimination and will take formal disciplinary action, where misconduct has taken place.

The Inquiry Committee consists of the following three members:

- 1) Mr. Shuja Shams - CHRO (Chairperson)
- 2) Mr. Aziz Malik - Head of Sales & Marketing (Member)
- 3) Ms. Naziya Ikram - Lead Billing - Logistics (Member)

In case a complaint is made against one of the members of the Inquiry Committee, that member shall be replaced by another member from Senior Management for that particular case.

The meeting of the inquiry committee shall be called by the CHRO upon the gravity of the offense. The minutes of the meetings shall be prepared and circulated after each meeting. The attendance of two members is essential to conclude a decision.

The inquiry will look into any complaints of discrimination or harassment right away. All parties' privacy will be respected while conducting unbiased investigations. If harassment or discrimination is proven, the appropriate corrective action will be implemented. The results of the investigation will be communicated to the parties concerned.

The inquiry committee shall take the decision and appropriate action within thirty days of the initiation of the inquiry.

The CHRO shall update the Directors about the committee's decision.

I. Non-Retaliation:

Gatronova prohibits retaliation against any individual who reports harassment or discrimination in good faith. Retaliation is a serious violation of this policy and will result in disciplinary action.

II. Training and Awareness:

Gatronova will provide regular training to employees on this policy, as well as on the prevention of harassment and discrimination. This includes education on recognizing and addressing unacceptable behavior.

III. Compliance

All employees are expected to comply with this policy. Failure to do so may result in disciplinary action, up to and including termination.

IV. Review and Update:

Gatronova will regularly review and update this policy to ensure its effectiveness and compliance with applicable laws and regulations.