

G.K. Choksi & Co.

Chartered Accountants

'Madhuban', Nr. Madalpur Underbridge, Ellisbridge, Ahmedabad - 380 006.
Dial : 91 - 79 - 6819 8900, 99251 74555 - 56 ; E-mail : info@gkcco.com

Please find attached hereto a policy against sexual harassment in work place, any human being whether an employee/contractor/Article/Visitor/Client belonging to the community of **G.K.Choksi & Co.** who is consulted about and/or witnesses potential sexually harassing behavior has the responsibility to advise the accuser of the Company's sexual harassment policy and encourage prompt reporting to a designated reporting officers. Because the company is committed to a positive work place and work environment, in instances where individuals witness or hear about behavior that could be construed as sexual harassment, the individual is encouraged to report the incident to the designated reporting officers.

You all are requested to comply with this policy, Identify and report sexual harassment; and co-operate in any subsequent investigation, including appearing before a hearing committee.

The company supports and encourages anyone who believes they have been sexually harassed to report the incident to the reporting source of their choice. Individuals who wish to seek advice or obtain consultation regarding sexual harassment.

Contact Persons:

Name	Designation	Contact Numbers	Mail ID
Prof. Indira Dutta	Former Professor and Dean of the School of Social Sciences, Central University of Gujarat, Gandhinagar	(M) 9925287505	indirabdutta@gmail.com
CA Ruchi Shah	Manager (Audit), G K Choksi & Co	(O) (079)68198906 (M) 9824079548	ruchi@gkcco.com
CA Nehal Shah	President (Tax), G K Choksi & Co	(O) (079)68198916 (M) 9825414320	nds@gkcco.com
Advocate Dhruti Trivedi	HOD (Legal), G K Choksi & Co	(O) (079)68198918 (M) 9909929205	dhruti@gkcco.com
Beena Mulani	HOD(HR/Admin), G K Choksi & Co	(O) (079)68198937 (M) 9978900610	hr@gkcco.com brm@gkcco.com

Please take this on note.

Beena Mulani

Beena Mulani
HR Department

708-709, Raheja Chambers, Free Press Journal Road, Nariman Point, **MUMBAI** - 400 021.
Dial : 91 - 22 - 6632 4446/47 ; FAX : 91 - 22 - 2288 2133 ; Email : mumbai@gkcco.com

Branches : 514/515, Tolstoy House, Tolstoy Marg, Janpath, **NEW DELHI** - 110 001
Dial : 91 - 11 - 4371 7773 - 74 ; Email : info@gkcco.com

'Surya Bhavan', Station Road, **PETLAD** - 388 450. Dial : 91 - 2697 - 224 108