

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF RAPID FLEET MANAGEMENT SERVICES LIMITED HELD ON FRIDAY, 24TH NOVEMBER, 2023 AT 11:00 A.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT NEW NO. 9, OLD NO. 5, CORAL MERCHANT STREET, CHENNAI – 600001, TAMIL NADU, INDIA AND CONCLUDED AT 12:00 P.M

TO CONSIDER AND CONSTITUTE AN INTERNAL COMPLAINTS COMMITTEE AS PER REQUIREMENTS OF THE SEXUAL HARASSMENT OF WOMEN IN THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

“RESOLVED THAT as per the provisions of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, (**“POSH Act”**) the consent of the Board of Directors be and is hereby accorded for constitution of “Internal Complaints Committee” consisting of the following members:

Sr. No.	Name of the Director	Designation in Committee	Gender
1.	Ms. Shruti Poddar	Presiding Offer	Female
2.	Ms. Radhika Modi	Member	Female
3.	Mr. Anand Poddar	Member	Male
4.	Mr. Bimal Kumar Malawat	Member	Male

RESOLVED FURTHER THAT other provisions as to number of meetings, frequency of meetings of the Internal Complaint Committee will be as per the regulations contained in POSH Act and broadly defined as follows:

Meetings of the Committee: The committee shall meet as and when an aggrieved women approaches the ICC to file a complaint relating to Sexual Harassment. The quorum for the meeting shall be such that one half of the members should be Women.

Scope and functions of the Committee: The Scope and functions of the Internal Complaints Committee are in accordance with Section 4 of the POSH Act, 2013 and its terms of reference include the following:

1. To draft the Sexual Harassment Prevention Policy for the organization
2. To work towards providing a safe and respectful working environment for all employees
3. Organize training and awareness programs (classroom / e-Learning) at regular intervals
4. To conduct meetings:
 - a) When there is a complaint received in writing from any of the women employees,
 - b) To settle grievances and
 - c) To make sure there is appropriate compensation for any case of misconduct and sexual harassment is provided.

RESOLVED FURTHER THAT Ms. Shruti Poddar, is hereby authorized to do the following:

1. Submission of application and other relevant documents to the concerned authorities/departments.
2. Declaration filing as may be required from time to time.
3. Authentication of any documents as required related to the POSH Act and the rules made thereunder.

4. Representation of the Company in connection to the issues related to the POSH Act.
5. Returns Filing as per the POSH Act.

RESOLVED FURTHER THAT all the Directors of the Company be and are hereby authorized to sign and submit all the necessary documents and papers, to enter and execute all the necessary agreements and arrangements, to take all the necessary steps and actions, for and on behalf of the Company, in the matter of constitution of Internal Complaints Committee of the Company and to give effect to the above resolution.”

**For and on behalf of the Board of
Rapid Fleet Management Services Limited**


Anand Poddar
Managing Director
DIN: 00697859

