

POLICY FOR PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

Preface:

This policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

Definitions:

1. Sexual Harassment:

Sexual Harassment shall include any one or more of the following unwelcome act or behaviour (whether directly or indirectly) namely:

- Physical contact or advances OR
- A demand or request for sexual favours OR
- Making sexually coloured remarks OR
- Showing pornography OR
- Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.

The following circumstances among other circumstances if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- i. Implied or explicit promise of preferential treatment in her employment or;
- ii. Implied or explicit promise of detrimental treatment in her employment or;
- iii. Interference with her work or creating an intimidating or offensive or hostile work environment for her or;
- iv. Humiliating treatment likely to affect her health and safety.

2. Workplace:

Workplace in connection with the Company shall mean the administrative office of the Company and such other place which the employee may visit during the office hours arising out of or in course of employment including transportation provided by the Company for undertaking such journey.

Internal Complaints Committee:

The Company has instituted Internal Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Internal Committees shall consist of the following members to be nominated by the employer, namely: (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, — (a) contravenes the provisions of section 16; or (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or (d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

Responsibilities of the Committee:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the respective business head in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines
- Submitting annual reports in the prescribed format

Redressal Mechanism:

1. Every woman employee of this Company shall have a right to make a complaint to the Committee within a period of three months from the date of the incident or last incident of sexual harassment as the case may be.

2. In compliance with the Act, if the complainant's warrants formal intervention, the complainant needs to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this policy. In case of a verbal complaint, the complaint will be reduced in writing by the receiver of the complaint and signatures of the complainant will be obtained.

3. The time period of three months may be extended by the Committee if it is satisfied that the circumstances prevented were such that it prevented the woman from filing the complaint within the stipulated time.

4. During the pendency of the enquiry, the woman employee may request for safety / relief measures.

5. If the respondent (person against whom the complaint is made) is proved guilty, he shall be liable to be prosecuted. The Committee shall prepare a report about the complaint and submit the same to the Management for necessary action. The decision taken by the Executive Chairman in this matter shall be final and binding.

Malicious Allegations:

If the Committee arrives at a conclusion that the allegation / complaint made by the woman employee is false or the woman employee has produced forged or misleading evidence, it may recommend to the Management, an action against such complainant. Mere inability to provide adequate proof shall not attract this provision. The malicious intention of the complainant needs to be established.

Confidentiality:

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act
