



POLICY FOR PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

In accordance with the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feels humiliated, intimidated or offended.

1. **Policy Objective:**

To foster a professional, open and trusting workplace by protecting all associates from physical and mental abuse or harassment.

2. **Policy:**

- Harassment is an unacceptable and unlawful form of behaviour which will not be tolerated under any circumstances.
- All complaints of harassment will be treated seriously and promptly, with due regard to confidentiality.
- Disciplinary action will be taken against any associate who breaches the policy.

Given below is the definition of Sexual harassment under **Section 2(n)** of The Sexual Harassment at Workplace, (Prevention, Prohibition, Redressal) Act, 2013.

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -

- I. physical contact and advances; or*
- II. a demand or request for sexual favours; or*
- III. making sexually coloured remarks; or*
- IV. showing pornography; or*
- V. any other unwelcome physical, verbal or non-verbal conduct of sexual nature;*

Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment although the intention of the individual might not be to offend the other person.

3. **Forms of workplace sexual harassment:**

Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour:

- Quid Pro Quo (literally “this for that”) - Implied or explicit promise of preferential/detrimental treatment in employment - Implied or express threat about her present or future employment status.
- Hostile Work Environment - Creating a hostile, intimidating or an offensive work environment -Humiliating treatment likely to affect her health or safety.

4. **Process:**

a. **Responsibilities regarding sexual harassment:**

All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment



b. Complaints mechanism:

An appropriate complaint mechanism in the form of “Internal Complaint Committee” is been formed in the company for time bound redressal of the complaint made by the victim.

c. Complaints committee:

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

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

Initially and till further notice, the Complaints Committee will comprise of the following four members:

- Presiding Officer: A woman employed at a senior level in the organization or workplace,
- At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge,
- One external member, familiar with the issues relating to sexual harassment,
- At least one half of the total members are women.

The Presiding Officer reserves the right to nominate more members of appropriate seniority and rank in the committee to conduct such enquiries to ensure equal representation of the gender as that of the complainant or for any other valid reason.

The Complaints Committee is responsible for:

- ❖ Investigating every formal written complaint of sexual harassment.
- ❖ Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- ❖ Discouraging and preventing employment-related sexual harassment.

d. Procedures For Resolution, Settlement or Prosecution of Acts of Sexual Harassment:

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under & also refer “Annexure-A” for better understanding:

a) Informal Resolution Options

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently. If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

b) Complaints:

- i. An employee with a harassment concern, who is not comfortable with the informal resolution



options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, submitted within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. The Complaints Committee can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of 3 months. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward. Employees may also write directly to the Whistle Officer appointed by the Company. Complaint against any member of the Complaints Committee or employee in Strategic Job Responsibility Band (or equivalent) and above should be sent directly to the CMD of the Company.

ii. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons, and communicate the same to the complainant.

iii. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Complaints Committee.

iv. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

v. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations on action to be taken to the "Whistle Officer" appointed by the Company as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Whistle Officer, Head-Personnel & Administration and the President of the Company will jointly take decision on the corrective action based on the recommendations of the Complaints Committee and keep the complainant informed of the same.

i. Formal apology

ii. Counselling

iii. Written warning to the perpetrator and a copy of it maintained in the employee's file.

iv. Change of work assignment / transfer for either the perpetrator or the victim.

v. Suspension or termination of services of the employee found guilty of the offence.

vi. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

c) Confidentiality:

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.



To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

d) Access to Reports and Documents:

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

e) Protection to Complainant / Victim:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of Sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

f) Penal Punishment Provisions:

A new section 354A was added to the Indian Penal Code, 1860 through the Criminal Law (Amendment) Act, 2013, which enlists the acts which constitute the offence of sexual harassment and further envisages penalty / punishment for such acts. A man committing an offence under this section is punishable with imprisonment, the term of which may range between 1 - 3 years or with fine or both. Since the amendment criminalizes all acts of sexual harassment, employers shall be required to report any offences of sexual harassment to the appropriate authorities.

g) Conclusion:

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.