

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

COMMITMENT:

Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

SCOPE:

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or at client sites. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates. The workplace includes:

1. All offices other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature. Sexual Harassment at the workplace includes:

1. Unwelcome sexual advances (verbal, written or physical),
2. Demand or request for sexual favours,
3. Any other type of sexually-oriented conduct,
4. Verbal abuse or 'joking' that is sex-oriented,

RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of “Internal Complaints Committee” has been created in the Company for time-bound redressal of the complaint made by the victim.

Composition of Internal Complaint committee Includes:

1. Company Secretary & Compliance Officer (Presiding Officer);
2. Employees at the level of Assistant General Manager or above from Personal & Administration Department (Member);
3. Divisional Personal Head of the Division from where the complaint has originated (Member);
4. Member from an NGO or Lawyer (Member).

The Internal 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
- Organizing workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee.
- Discouraging and preventing employment – related sexual harassment.
- Preparation of write-up of committee for Annual Report.
- Giving recommendation / reporting to Employer.

PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The Company is committed to provide a supportive environment to resolve concerns of sexual harassment after receiving the complaint as under:

1. An employee with a harassment concern may make a formal complaint to the Presiding Officer of the Internal Complaints Committee constituted by the Employer. The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose her name, department, division and location she is working in, to enable the Presiding Officer to contact her and take the matter forward.

2. The Presiding Officer of the Internal Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment (Refer – The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013), preferable within 30days from the receipt of complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offense of Sexual Harassment, s/he will record this finding with reasons and communicate the same to the complainant.
3. If the Presiding Officer of the Internal Complaints Committee determines that the allegations constitute an act of sexual harassment, s/he will proceed to investigate the allegation with the assistance of the Internal Complaints Committee.
4. 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.
5. The Internal Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Preceding officer as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Executive Director & CEO ensure corrective action on the recommendations of the Internal Complaints Committee and keep the complainant informed of the same.

CORRECTIVE ACTION MAY INCLUDE ANY OF THE FOLLOWING:

- a. Formal apology
 - b. Counseling
 - c. Written warning to the perpetrator and a copy of it maintained in the employee's file
 - d. Change of work assignment / transfer for either the perpetrator or the victim. e. Suspension or termination of services of the employee found guilty of the offence.
6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Employer.

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 interest 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.

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.

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.

AMENDMENTS & INTERPRETATION:

This policy is subject to modification, amendment and alterations, in part or whole, by the Management without assigning any reasons or without giving any prior intimation. This Policy is subject to any law for the time being in force relating to Sexual Harassment at Work-place.

- Singular shall also mean plural and vice versa
- Feminine gender shall also mean masculine gender and vice Versa

CONCLUSION:

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