



POSH Policy

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

To create a work environment that ensures every employee is treated with dignity, respect, and afforded equitable treatment. The Company is committed to creating a healthy working environment that is conducive to the professional growth of its Employees, whilst encouraging equality of opportunity. The Company discourages any unacceptable behaviour that has sexual connotations. The Company believes firmly that all Employees have the right to be treated with respect and dignity. The Company shall take necessary steps to ensure that its employees are not subjected to any form of harassment.

This Policy extends to all Employees and is deemed to be incorporated in the service conditions of all Employees.

The sexual harassment at the workplace would mean and include any of the following but not limited to

- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit.
- Physical contact and advances such as touching, talking, sounds which have an explicit or implicit sexual connotation.
- Demand or request for sexual favours.
- Sexually coloured remarks, including but not limited to vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures, etc.

- Showing pornography and display of pictures, signs, gestures, etc. with sexual overtones.
- Any other type of sexually-oriented conduct.
- Verbal abuse or 'joking' that is sex-oriented.
- Teasing, Voyeurism, taunts, physical confinement, and/or touching against individuals will and any interference of an individual's privacy.

Responsibility Regarding Sexual Harassment

- All Employees 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 healthy working environment free from sexual harassment

Internal Complaints Committee

- The Company has instituted an Internal Complaints Committee (ICC) for redressal of sexual harassment complaints and for ensuring time-bound treatment of such complaints. This committee will have at least three (3) women.
- The members of the ICC will comprise of the following:
 1. Senior female Management representative – Chairperson/ Presiding officer.
 2. One Human Resource ("HR") representative.
 3. One Functional or Operations representative.
 4. At least two (2) members from the committee should comprise of women who are committed to the cause of women's welfare or have had experience in social work or have legal knowledge.
 5. One (1) external consultant/NGO representative who is knowledgeable and experienced in handling cases of sexual harassment at the workplace.
- The ICC shall be responsible for:
 1. Investigating every formal written complaint of sexual harassment.

2. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
3. Discouraging and preventing employment-related sexual harassment

➤ ICC at the corporate level will comprise of the following Internal Complaint Committee:

1. Member Name & Designation:
2. Member Name & Designation:
3. Member Name & Designation:
4. External Consultant Name :

➤ Procedures for resolution, settlement or prosecution of acts of sexual harassment. The Company is committed to providing a supportive environment in which to resolve concerns of sexual harassment as under:

Informal Resolution Options:

- When an incident of sexual harassment occurs, the Aggrieved Person of such conduct can communicate her/his disapproval and objections immediately to the harasser and request the harasser to behave decently.
- If the harassment does not stop or if the Aggrieved Person is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the ICC for redressal of her grievances. ICC will thereafter provide advice or extend support as requested and will undertake a prompt investigation to resolve the matter.

Complaints:

- Any 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 Chairperson of the ICC within a period of three (3) months from the date of the incident and if it comprises of a series of incidents then three (3) months from the date of the last incident. The ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three (3) months, if it is satisfied that the circumstances were such which prevented the complainant from filing the complaint within the stipulated time.

- If the Aggrieved individual is unable to make a complainant on account of his/her physical or mental incapacity, a complaint may be filed by:
 - 1) His/her relative or friend or,
 - 2) His/her co-worker or
 - 3) An officer of the National Commission for Women or State Women's Commission or
 - 4) Any person who has knowledge of the occurrence of the incident, with the written consent of the Aggrieved Person.

- If the Aggrieved Person is unable to make a complaint on account of his/her death, the complaint may be filed by any person who has knowledge of the occurrence of the incident, with the written consent of the legal heir of the deceased

- The complaint shall have to be in writing and can be in the form of a letter or an email.

- The Complainant is required to disclose her/his name, department, division, and location she/he is working in, to enable the Chairperson to contact her/him and take the matter forward.

- The Chairperson of ICC shall investigate and conduct an inquiry to determine whether the allegations made in the complaint fall under the purview of Sexual Harassment, preferably within thirty (30) days from receipt of the complaint.

- The Complainant can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate her/his complaint.

- In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not mean an offense of Sexual Harassment, ICC will record their findings with reasons and communicate the same to the complainant and the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

- If the Chairperson of ICC determines that the allegations constitute an act of sexual harassment, she/he will proceed to investigate the allegation with the assistance of the ICC.

- The ICC may, before initiating an inquiry and at the request of the Aggrieved Person take steps to settle the matter between her and the Accused through conciliation. However, no monetary settlement shall be made as a basis of conciliation.

- Where such conduct on the part of the Accused amounts to a specific offense under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
- ICC shall conduct such investigations in a timely manner and shall submit a report containing the findings and recommendations to the Management & HR as soon as reasonably possible and in any case, not later than ninety (90) days from the date of receipt of the complaint.
- If the complainant or the Accused desires any witness/es to be called, they shall communicate the ICC the name of witness/es that they propose to call.
- Where the ICC arrives at a conclusion that the allegation is malicious or the Aggrieved Person making the complaint has produced any forged or misleading document, action will be taken against the complainant.
- The Management & HR will ensure corrective action on the recommendations of ICC and keep the complainant informed of the same.
- Corrective action may include any of the following based on the gravity of the offense: -
 - 1) Formal apology.
 - 2) Counselling.
 - 3) Issue warning letter to the perpetrator and a copy of it maintained in the Employee's file.
 - 4) Change of work assignment/transfer for either the perpetrator or the Aggrieved Person.
 - 5) Suspension or termination of services of the employee found guilty of the offense.
- During the redressal process if the need be and on the discretion of committee the accused may be suspended or transferred to different work locations.

➤ Protection to Complainant / Aggrieved Person

- 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.

- 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 leave granted to the Aggrieved Person under these circumstances shall be in addition to the leave she would otherwise be entitled.
- The Company will ensure that Aggrieved persons 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.

➤ Miscellaneous

- The ICC shall in each calendar year prepare and Annual Report and submit the same to the Employer.
- Awareness session on Prevention of Sexual Harassment shall be held once in every six (6) months.
- In case of contradiction of any provision of the Policy with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the provisions of the said Act will supersede the Policy.