



## **POLICY ON PREVENTION OF SEXUAL HARASSEMENT OF EMPLOYEES IN WORKPLACE**

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### **1. PREAMBLE:**

- 1.1 Our Company is committed to creating a safe and healthy work environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all its employees have the human right to be treated with dignity. Sexual Harassment at the work place or in the course of official duties, if involving employees of the Company shall be considered a grave offence, and is therefore punishable under the applicable laws.
- 1.2 This Policy has been formulated to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. Employees in the Company are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive.

### **2. SCOPE & OBJECTIVE:**

- 2.1 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 and with whom employees interact personally or by telephone, or by electronic communication, including written communication, web-sites and emails.
- 2.2 This Policy seeks to assist individuals who believe they have been subjected to such behavior with appropriate support and remedial action.
- 2.3 This policy has been formulated to promote an environment that will raise awareness about & deter acts of sexual harassment and to evolve an effective mechanism for the prevention, prohibition and redressal of sexual harassment of employees at the work place or in the course of official duties with the Company.
- 2.4 to ensure implementation of the Policy in letter and spirit by taking all necessary and reasonable steps for the purposes of gender sensitization and to conduct enquires into complaints of sexual harassment.

### **3. DEFINITIONS OF SEXUAL HARASSEMENT:**

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"** would mean and include any or all of the following:



- 3.1 Any unwelcome sexually determined behavior such as physical contact or advances, requests or demand for sexual favours, either explicitly or by implication, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- 3.2 verbal abuse or 'joking' that is sex-oriented;
- 3.3 any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions;
- 3.4 Eve-teasing, and taunts, physical confinement against one's will and likely to intrude upon the individual's privacy;
- 3.5 any other type of sexually-oriented conduct which in the event of recipient's refusal, results in a lack of advancement or dismissal.

#### **4. COMPLAINTS COMMITTEE & MECHANISM:**

- 4.1 An appropriate Complaint mechanism has been initiated in the form of "**Complaints Committee**" for time-bound redressal of complaint made by the victim. 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.

#### **5. 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.

#### **6. CONFIDENTIALITY:**

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

#### **7. CONCLUSION:**

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 keeping in mind the matter confidential. However, anyone who abuses the procedure by maliciously



putting an allegation knowing it to be untrue will be subject to strict disciplinary action. 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.

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