

**POLICY ON
PREVENTION OF
SEXUAL
HARASSMENT AT
WORK PLACE (POSH)**

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORK PLACE (POSH)

I. PURPOSE

- a) To protect against sexual harassment of women at the workplace and for the prevention and redressal of complaints of sexual harassment and matters connected therewith or incidental thereto.
- b) To comply with THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION, AND REDRESSAL) Act, 2013

II. SCOPE

- a) All employees, agents, partners, vendors and consultants working for the company

III. POLICY

- a) The company is committed to creating a workplace where all employees of the Company, no matter what they are designated, can feel at ease with all other employees of the Company and can work effectively and professionally.
- b) The Company recognizes that protection against sexual harassment and the right to work with dignity are fundamental human rights available to all the employees of the Company.

IV. DEFINITIONS

- **Work Place:** It includes all places of work including Branch Offices, Regional Offices, Zonal Offices, Head Office, and any other establishments of the company It also includes places not just the physical premises under the supervision of the company, but even areas in and outside office premises i.e., any place visited by the employee arising out of or during employment. Including transportation provided by the employer for undertaking such a journey.
- **Sexual Harassment:** It includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: —
 - Physical contact and advances; or
 - Demand or request for sexual favour; or
 - Making sexually coloured remarks; or
 - Showing pornography or
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

V. INTERNAL COMPLAINT COMMITTEE:

- a) An Internal Complaint Committee ("Committee") shall be setup to address any complaints of workplace harassment by the company. The Committee shall consist of the following members:

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- b) The Presiding Officer and every member of the Internal Committee can hold office for a period not exceeding three years, from the date of their nomination.
- c) The Internal Committee enjoys certain judicial powers in enforcing the attendance of witnesses or submission of documents.

VI. PROCEDURE FOR FILING A COMPLAINT

- a) A complaint of sexual harassment at the workplace must be made by the Aggrieved Woman in writing to the internal committee within three months from the date of occurrence of an incident. In case of a series of an incident, within three months from the date of the last incident.
- b) The Internal Committee also has the power to extend the time limit for reporting by not more than three months, if it is satisfied that the circumstances were such that prevented the employee from filing a complaint within the three months. If an Aggrieved Woman is unable to make a written complaint on account of her physical or mental incapacity or her death or otherwise, her legal heir or such other person as may prescribe may make a complaint

VII. PROCESS TO BE FOLLOWED BY INTERNAL COMPLAINT COMMITTEE

- a) On receipt of the complaint, the Internal Complaint Committee would initiate a preliminary inquiry to evaluate if there is a prima facie case or not.
- b) Post establishment of a prima facie case, the Internal Complaint Committee will seek an explanation in writing from the Respondent after providing him with a copy of the complaint. Mere filing a complaint does not mean either Respondent is guilty, or the complaint is false, and it is subjected to impartial inquiry and the evidence that is made available to the Internal Complaint Committee both by the production of documents & witnesses during the inquiry.
- c) Post receipt of a reply from the Respondent, Internal Complaint Committee may before initiating an inquiry and at the request of the Aggrieved Woman, take steps to settle the matter between the Aggrieved Woman and the Respondent, through conciliation, provided that no monetary settlement shall be made as a basis of conciliation. Where a conciliation settlement arrives, no further inquiry shall be conducted by Internal Complaint Committee.
- d) If conciliation fails, or if Aggrieved Woman insists on an inquiry, the Internal Complaint Committee will initiate a detailed inquiry and submit the report with recommendations or punishments to the Respondent or close the case with reasoned findings or action against the complainant for false complainant. The Inter Complainant Committee will maintain utmost secrecy as regards the identity of the Complainant, Respondent, and Witnesses, content of the complaint, entire proceedings of probe, conciliation or inquiry, etc.
- e) The inquiry shall be completed within ninety days.

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VIII. FALSE/MALICIOUS COMPLAINT AND FALSE EVIDENCE

An allegation of sexual harassment is a serious charge and hence employees should refrain from making false claims or allegations of such harassment. If the allegation against the respondent is malicious and/or any false/ misleading documents/ statements are produced during the inquiry, appropriate disciplinary action would be taken against the complainant.

IX. DETERMINATION OF COMPENSATIONS:

- a) To determine the sums to be paid to the aggrieved woman, the Internal Committee shall have regard to
- The mental trauma, pain, suffering, and emotional distress caused to the aggrieved woman;
 - The loss of career opportunity due to the incident of sexual harassment;
 - Medical expenses incurred by the victim for physical or psychiatric treatment;
 - The income and financial status of the respondent;
 - Feasibility of such payment in a lump sum or instalments.

DETAILS OF INTERNAL COMPLAINT COMMITTEE MEMBERS:

Member Name	Department	Designation
Mrs. Suvarna	R & D Department	Presiding Officer
Mrs. Rajani	Production	Member
Mr. B Narayana Rao	Production	Member
Mrs. B. Sabitha		External Member

AMENDMENTS & DISCLAIMER:

The Management Committee (Comprising Managing Director, Executive Director, and Independent Director) can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

The provisions of the policy are subjected to change as per guidelines or amendments to POSH Act 2013 to be issued by the Union Government of India.