



Prevention of Sexual Harassment

Commitment

To provide a work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promote 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.

Applicability

The policy applies to all categories of employee, including on roll employees, trainees, contractual employees, associates & Directors based either within the company or any other location/workplace or any customer or any visitor, visiting the Company or its work place. This policy is line with requirement of The Sexual Harassment of Woman at Workplace Act, 2013). The workplace includes:

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

Guidelines

It is incumbent of all employees to follow this policy and the guidelines formulated herein. Sexual harassment at the workplace will be deemed to be a violation/ breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the Constitution of India.

Definition of Sexual Harassment

For the purpose of this policy, sexual harassment shall include: -

1. Unwelcome sexually determined behavior (whether directly or by implication) in any form such as
Physical contact and advances



A demand or a request for sexual favors

Sexually colored remarks

Showing pornography

2. Any other unwelcome physical, verbal / nonverbal conduct of sexual nature
3. If as a employee or visitor of the Company is harassed then such employee of visitor should:
 - a) Tell the accused that his/her behavior is unwelcome and ask him/her to stop.
 - b) Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately.
 - c) File a complaint as soon as possible. If, after asking the accused to stop his/her behaviour, the harassment continues, report the abuse to the Complaints Committee ('ICC') formed for this purpose.

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.

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