



ANTI-SEXUAL HARASSMENT POLICY

Version 1.4



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Contents

1. Policy Statement.....	4
2. Scope.....	4
3. Prevention Action.....	4
4. Behaviours that constitute Sexual Harassment.....	4
5. Internal Complaints Committee.....	5
6. Redressal Process.....	5
7. Conciliation.....	6
8. Inquiry.....	6
9. Punishment for Sexual Harassment.....	6
10. Punishment for False or Malicious Complaint and False Evidence.....	7
11. Protection of Identity.....	7
12. Appeal.....	7
13. References.....	7





1. Policy Statement

Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. We are 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.

2. Scope

This policy is applicable to employees, workers, probationer and trainees, contractual or otherwise (whether in the office premises or outside while on assignment). This policy shall be considered to be a part of the employment contract or terms of engagement of the persons in the above categories. Where the alleged incident occurs to our employee by a third party while on a duty outside our premises, we would perform all reasonable and necessary steps to support our employee.

3. Prevention Action

The Company will take reasonable steps to ensure prevention of sexual harassment at work which may include circulating applicable policies and other relevant information to all associates and new joiners.

4. Behaviours that constitute 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:

Unwelcome sexual advances (verbal, written or physical)

Demand or request for sexual favours, showing pornography, any other unwelcome physical conduct of sexual nature, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, etc.



Any other type of sexually oriented conduct or verbal abuse or 'joking' that is sex oriented

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.

Eve teasing, innuendos and taunts, physical confinement against one's will

An act or conduct by a person in authority which makes the environment at workplace hostile or intimidating to a person or unreasonably interferes with the individual's privacy and productivity at work

Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references; demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance or electronically transmitted messages (jokes, remarks, letters, phone calls)

Any other behaviour which an individual perceives as having sexual overtones

5. Internal Complaints Committee

An Internal Complaints Committee has been constituted to consider and redress complaints of Sexual Harassment.

The constitution of the Committee is as follows:

Presiding Officer

2 Members

An Independent External Member

Such persons will hold office for 3 years from the date of appointment

6. Redressal Process

Any aggrieved woman may make, in writing, a complaint of Sexual Harassment at Workplace to the Internal Committee, as the case may be, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The time limit may be extended by the Committee for any reasonable delay with reasons recorded in writing.

Where such complaint cannot be made in writing, the Presiding Officer or any Member of the Committee will render assistance to the woman for making the complaint in writing. Where



the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity a co-worker can make a complaint under this section in her behalf.

7. Conciliation

If the aggrieved woman so requests, the Internal Committee will take steps to settle the matter between her and the Respondent through conciliation and will record the settlement so arrived and forward the same to the employer to take action as recommended. Such Committee will provide the copies of the settlement to the aggrieved woman and the accused. Where a settlement is arrived at by conciliation, no further inquiry will be conducted by such Committee. No monetary settlement shall be made as a basis of conciliation.

8. Inquiry

Where the settlement is not arrived at by Conciliation or the terms and conditions of settlement have not been complied with by the Respondent, the Internal Committee will proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed. Where both the parties are employees, the parties will be given an opportunity of being heard and a copy of the findings will be made available to both the parties enabling them to make representation against the findings before such Committee.

The inquiry under will be completed within a period of ninety days.

On completion of the Inquiry, the Internal Committee or the Local Committee, as the case may be, will provide its final report of findings to the Employer or District Officer respectively, within 10 days of such completion. No action will be taken against the Respondent if the allegations against him are proved to be false.

9. Punishment for Sexual Harassment

Following actions may be taken against the Respondent on the recommendation of the Internal Complaints Committee if the allegations against him are proved to be true:

Action for Misconduct as per the Service Rules applicable for the Respondent.

Deduction from salary or wages of the Respondent, such sum, as may be considered appropriate to be paid to the aggrieved woman or to her legal heirs.



If it is not possible to make such deduction from the salary of the Respondent due to his being absent from duty or cessation of employment, the Respondent may be directed to pay such sum to the aggrieved woman.

10. Punishment for False or Malicious Complaint and False Evidence

Where the Internal Committee arrives at a conclusion that the allegation against the Respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Employer to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules applicable to such person.

Where the Internal Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to the said witness.

11. Protection of Identity

The contents of the complaint, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by the employer will not be published, communicated or made known to the public, press and media in any manner.

12. Appeal

Any person aggrieved from the recommendation of the Internal Complaints Committee or non-implementation of such recommendation can appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person within 90 days from such recommendation

13. References

OSPYN ASSOCIATE HANDBOOK 2016-17

Human Resource Management Procedure (PRO 01- HRM Procedure)