

SEXUAL HARASSMENT REDRESSAL POLICY

ADOPTED AND APPROVED FOR SHREYANS GROUP

1. INTRODUCTION

- 1.1. **Shreyans Industries Limited (“Company”)** is committed to create a conducive environment in which its employees feel safe, secure and have a non-discriminatory and hostility-free work environment. The Company has zero tolerance to harassment based on race, religion, creed, nationality, ethnic origin, gender, sexual orientation, especially sexual harassment. Women are respected, protected and have the right to work in an environment free from sexual harassment. The Company views sexual harassment in any form as an extremely serious offence which may result in disciplinary actions, including termination of employment of the employee against whom such complaint of sexual harassment has been made.
- 1.2. The Company has framed and adopted the present policy in consonance with the statute i.e. the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

2. APPLICATION

- 2.1. All regular and non-regular personnel employed by the Company (including vendors, contract, temporary employees, trainees, interns and customers) at all locations are expected to comply with this Policy while conducting business with the Company or while at the Workplace.

3. DEFINITIONS (to be defined and applied as per the provisions/rules of the Act and further amendments notified by concerned authorities etc, from time to time)

- 3.1. **“Accused”** is the individual (regular employee, vendor/contract/temporary employee, trainee, intern and/or customer) who is alleged to have committed an act of Sexual Harassment.
- 3.2. **“Act”** shall mean the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, including any statutory amendment or re-enactment thereof.
- 3.3. **“Appellate Authority”** shall mean the appellate authority notified under clause (a) of Section 2 of the Industrial Employment (Standing Orders) Act, 1946.
- 3.4. **“Complaint”** shall mean a complaint filed by a Complainant on account of Sexual Harassment.
- 3.5. **“Complainant”** is a woman (regular employee, vendor/contract/temporary employee, trainee, intern and/or customer), of any age, who raises an allegation of sexual harassment having been committed against her by another individual.
- 3.6. **“Employee”** shall mean any person employed at a workplace for any work on regular, temporary, ad hoc basis or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or any

other person, called by any other such name.

- 3.7. **"Committee"** shall mean the Internal Complaints Committee constituted by the Company for a particular location to enquire into the allegations of sexual harassment made by a Complainant at the work place. The Committee shall consist of 4 (four) members who shall be nominated by the Company. At all times, the Committee will be chaired by a female and will comprise of 50% or more female members. The Committee will include an external member from an NGO or an agency knowledgeable of issues of sexual harassment.
- 3.8. **"Policy"** shall mean this policy notified by the Management of the Company as the Company's Policy for Prevention of Sexual Harassment.
- 3.9. **"Presiding Officer"** shall be a senior level woman employee who is the chairperson of the Committee.
- 3.10. **"Sexual Harassment"** shall include but not be confined to any one or more of, such un-welcome sexually determined acts or behaviour, whether directly, indirectly or by implication, as:
- Physical contact of a sexual nature or advances of a sexual nature;
 - A demand or request for sexual favours;
 - Sexually coloured remarks;
 - Showing, displaying or circulating pornography;
 - Any other un-welcome physical, verbal or non-verbal conduct of a sexual nature.

Indulging in any act of omission or commission as provided herein above, shall be deemed to be "Misconduct" under the Service Rules of the Company.

- 3.11. **"Workplace"** shall mean all the premises of the Company and also covers places visited by employees during the course of employment or for reasons arising out of employment including Off-site team meetings/events and transportation provided by the Company for the purpose of commuting to and from the place of employment.

4. FORMS OF SEXUAL HARASSMENT

- 4.1. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-
- Implied or explicit promise of preferential treatment in her employment:
or
 - implied or explicit threat of detrimental treatment in her employment: or
 - implied or explicit threat about her present or future employment status;
or
 - interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - humiliating treatment likely to affect her health or safety.

5. REDRESSAL PROCEDURE

5.1. All matters of harassment will be treated with sensitivity, and discussed only with parties that have a legitimate business need-to-know. Confidentiality is very important, and will be maintained to the extent permitted by the circumstances. Complaints will be promptly investigated and appropriate action will result from the investigation of all Complaints. Steps will be taken to ensure that the person reporting the activity does not face retaliation as a result of bringing the Complaint to the attention of the management or Human Resources.

5.2. Complaint

5.2.1. Any Complainant may lodge a written Complaint against an Accused with to/through any of the following channel within three (3) months from the date of the incident (or the date of the last incident, in case of a series of incidents). The Committee may, for reasons to be recorded in writing, extend the time limit for filing of Complaint for a further period of 3 (three) months if it is satisfied that circumstances existed which prevented the victim from filing the Complaint within the prescribed time period.

- Presiding Officer of the Committee.
- To any member of the Committee.

If the Complainant is unable to make the Complaint in writing, the Presiding Officer or any member of the Committee shall render all reasonable assistance to the Complainant for making the Complaint in writing.

5.2.2. Where a Complainant is unable to lodge a Complaint for any reason, on account of physical or mental incapacity, a Complaint may be lodged by any person who has knowledge of the incident of Sexual Harassment faced by the Complainant, with the written consent of the Complainant.

5.2.3. Where a Complainant is dead, a Complaint may be lodged by any person who has knowledge of the incident of Sexual Harassment faced by the Complainant, with the written consent of the legal heirs of the Complainant.

5.2.4. During the pendency of the inquiry, the Committee shall, at the written request of the Complainant, make interim recommendations towards ensuring: a) well-being of the complainant; b) safe work space for the complainant; (c) that no act of retaliation takes place.

5.3. Manner of inquiry into Complaint

5.3.1. Subject to the provisions of section 11 of the Act, at the time of filing the Complaint, the Complainant shall submit to the Committee, six copies of the Complaint along with supporting documents and the names and addresses of the witnesses.

5.3.2. On the receipt of the Complaint, the Committee shall send one of the copies received from the Complainant under sub-rule (1) to the Accused within a period of seven working days.

5.3.3. The Accused shall file his reply to the complaint along with his list of documents, and names and addresses of witness, within a period not

exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

5.3.4. The Committee shall make inquiry into the Complaint in accordance with the principles of natural justice.

5.3.5. The Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the Complaint, if the Complainant or Accused fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Presiding Officer.

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

5.3.6. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Committee.

5.3.7. In conducting the inquiry, a minimum of three Members of the Committee including the Presiding Officer shall be present.

5.4. **Powers of the Committee**

5.4.1. The powers and duties of the Committee shall be as follows, namely:

- To process Complaints of Sexual Harassment and to take suitable action in the manner and mode particularly provided hereafter.
- To do all such acts and things as may be necessary to carry out the objects of the Policy and comply with provisions of the Act.

5.4.2. The Committee shall have the powers of a civil court, which include the following:

- Summoning and enforcing the attendance of any person and examining him/her on oath;
- Requiring the discovery and production of documents; and
- Any other matter which may be prescribed by law.

5.5. **Appeal Process**

5.5.1. If the parties (Complainant and Accused) are not in agreement with the recommendation of the Committee, either party has an opportunity to appeal to the Appellate Authority within a period of 90 (ninety) days from the date of the recommendation. The appeal should cover the following aspects:

- It should be in writing.
- It should clearly state which part of the recommendation he/she has disagreement with and the reasons for the same.
- Any fresh evidence (post closure of investigation) either of the party would request the Company to consider.

5.5.2. The scope of an appeal is limited to reconsidering the Company's decision due to specific reasons and does not entail a re-investigation.

5.6. False complaint or evidence

5.6.1. Where the Committee, after an inquiry, establishes that:

- The Complaint against the Accused is false or malicious or is based on false evidence or the Complainant has produced a forged or misleading document; or
- any witness has given false evidence or has produced a forged or misleading document during the inquiry;
- it may recommend to the Company to take action against the Complainant or witness (as the case may be) as per the applicable service rules.

5.6.2. A mere inability to substantiate a Complaint or provide adequate proof need not attract action against the Complainant.

5.7. Any Employee of the Company who violates this Policy will suffer appropriate disciplinary action as per the findings of the investigation by the Committee. If the investigation reveals that the Sexual Harassment has indeed occurred, the Accused shall be suitably disciplined.

5.8. Conversely, anyone making a false or frivolous claim of Sexual Harassment shall also be subject to disciplinary action in accordance with the provisions of the Act.

6. DISCLOSURE IN THE ANNUAL REPORT OF THE COMPANY

The Company shall disclose the number of cases filed, if any, and their disposal under the act in its Annual Report every year.

7. MODIFICATIONS TO POLICY

The Company reserves the right to alter, add to, vary or substitute any of the provisions of the Policy at any time.

If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

8. OVERRIDING EFFECT

Notwithstanding anything stated elsewhere in this Policy, this Policy shall be subject to the provisions of the Act.

9. ADOPTION OF POLICY

Pursuant to provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, this policy is adopted by the Board of Directors for the Company and Shreyans Group and it may be amended from time to time subject to the approval of Board of Directors.