

## Sudarshan Chemical Industries Limited

### Policy on Prevention of Sexual Harassment at Workplace

#### Effective date of Policy:

- This policy is being effective from 1<sup>st</sup> July 2013.
- The revised policy is being effective from 11<sup>th</sup> Jan 2019

#### Context

- We are an equal opportunity employer and would like to reiterate our commitment to the fundamental right of women equality and provide them workplace where they can work with freedom and dignity.
- This policy has been deduced from “**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**”.
- We have Zero tolerance towards Sexual Harassment and this policy is a proactive step towards preventing sexual harassment at workplace.

#### Objective:

- To create a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

#### Scope:

- All employees including contractors, trainees, probationers, agents and consultants of the organization will be covered under this policy.

#### Definitions:

1. **Aggrieved woman:** In relation to a workplace, is a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual female employees, temporary/probationary employees or visitors.
2. **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman.
3. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc 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 by any other such name.
4. **Workplace:** In addition to the place of work [Head office / Branch offices, Factories] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Sudarshan Chemical Industries Limited, including transportation provided for undertaking such a journey.
5. **Employer:** A person responsible for management, supervision and control of the workplace.



## Defining Sexual Harassment

Sexual Harassment defined in context of Sudarshan is inclusive of (but not exhaustive to) the following:

1. Making sexual advances or requests for sexual favors.
2. Verbal or physical conduct of a sexual nature.
3. Creating an intimidating, hostile or offensive working environment or atmosphere either by –
  - 3.1: **Verbal conduct:** such as epithets, derogatory comments, slurs, unwanted sexual advances or propositions, offers of employment benefits in exchange for sexual favors, graphic commentary, about a person's physical attributes, use of profane, threatening or intimidating language; including calling employees by terms of endearment; using vulgar, kidding or demeaning language, lewd or sexually suggestive language, Threats, Sexually oriented jokes, emails, text messages, voicemails, unwelcome advance  
**Nonverbal conduct:** Suggestive or insulting sounds, Obscene gestures, sexually suggestive bodily gestures, or leering.
    - 3.2: **Physical conducts** which interferes with an employee's work or normal movement, Unwanted touching, assault, hitting, kicking or pushing, unwanted physical contact of a sexual nature including sexually suggestive or offensive touching or brushing against another person.
    - 3.3 **Visual conduct** such as leering or the display of derogatory or sexually suggestive/explicit posters, photography, cartoons, drawings, gestures, or objects, sexually suggestive or obscene notes, letters, email or internet information
    - 3.4 **Threats and insinuations** that a person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances or demands for sexual favors
    - 3.5 Retaliation for having reported or threatened to report any incident of unlawful harassment
4. Using any communication methods viz. e-mail, SMS for transmitting messages or pictures that are not conducive to work environment or are deemed offensive by the recipients.

## Internal Committee:

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, Sudarshan hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing. The composition of the **Committee and important point related to Committee member** is as under:

- I. **Presiding Officer:** A woman employed at a senior level in the organization.
- II. At least 2 members from amongst employees, committed to the cause of women and/or having legal knowledge.
- III. One external member, familiar with the issues relating to sexual harassment.
- IV. At least one half of the total members is women.
- V. A Committee member shall hold office for a period of 3 years from the date of nomination.
- VI. A member of the IC may resign at any time by tendering his resignation in writing to the Company