

14. PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN

14.1. POLICY

4.3.1 The Company is committed to providing safe environment to its women employees at their workplace. The Company will take appropriate steps in this direction as per law and also such further steps as considered necessary from time to time.

4.3.2 No employee shall indulge in any act of sexual harassment of any woman at her workplace.

4.3.3 Every Branch Head shall take appropriate steps to prevent sexual harassment of any woman at the workplace under his charge.

4.3.4 **"Sexual harassment"** includes such unwelcome sexually determined behaviour which directly or indirectly, as —

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

4.3.5 The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- (i) implied or explicit promise of preferential treatment in employment; or
- (ii) implied or explicit threat of detrimental treatment in employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

14.2. INTERNAL COMPLAINTS COMMITTEE

14.2.1. An Internal Complaints Committee shall be set up by HR Department with the senior most employee of the Company as Chairperson to examine complaint of indulging in any act of sexual harassment of a woman at her workplace against any employee of the Company. The Committee will include 3 to 4 senior employees from different verticals of the Company as Members of the Committee.

- 14.2.2.** HR Department will set up the Internal Complaints Committee and upload composition of the Complaints Committee on the intranet. The composition of the Committee will also be prominently displayed in the premises of the Company. The composition of the Committee will be reviewed and necessary changes will be made from time to time.
- 14.2.3.** The Committee will look into all complaints of sexual harassment in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the guidelines laid down by the Hon'ble Supreme Court, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and the instructions issued by the Company from time to time.
- 14.2.4.** The Committee, as far as possible, shall meet once a quarter even if there is no live case, and review preparedness of the Company to fulfil all requirements of the Law.
- 14.2.5.** Follow-up action on the reports and recommendations of the Committee will be taken by HR Department in a time bound manner.