

<b>Date: 1<sup>st</sup> Jan 2018</b>	<b>Policy Ref No</b>	<b>DIL/HR/Policy/Safe Workplace</b>
<b>Amendment No:2</b>	<b>Policy Title</b>	<b>Gender Neutral Policy on zero tolerance towards Sexual Harassment at Workplace (Prevention, Prohibition &amp; Redressal)</b>
<b>Previous Amendment: 1st Dec 2015</b>		

### 1. Objective:

- a) To provide a safe working environment for all employees at workplace.
- b) To ensure prevention, prohibition and redressal of sexual harassment at workplace.
- c) To constitute an Internal Complaints Committee
- d) To respond to and investigate all reports of sexual harassment as per the Act

### 2. Applicability:

This policy is applicable to Head Office & all branch Offices, Tumkur & Hosakote Factories. Any party can be a victim or perpetrator of sexual harassment and therefore, this policy is gender neutral. The policy covers any person employed at DISA for any work on regular, temporary, ad hoc or daily wages basis, either directly or through an agent, including a contractor, whether for remuneration or not, or working on voluntary basis or otherwise whether the terms of employment are express or implied and includes a co- worker, a contractor worker, probationer, trainee, apprentice, a visitor or called by any other such name.

3. Sexual harassment of any employee at Work place is misconduct under the service rules and the Management will initiate action for such misconduct as per the Act.
4. Sexual harassment includes any one or more of the following un welcome acts or behavior (whether directly or by implication)
  - a. Physical Contact and advances or
  - b. A demand or request for sexual favors, or
  - c. Making sexually colored remarks, or
  - d. Showing pornography, or
  - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
5. The following circumstances, among other circumstances, if it occurs or present in relation to or connected with any act or behavior may amount to sexual harassment-

- a. Implied or explicit promise of preferential treatment in her/his employment, or
  - b. Implied or explicit threat of detrimental treatment in her/his employment, or
  - c. Implied or explicit threat about her/his present or future employment status, or
  - d. Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or
  - e. Humiliating treatment likely to affect her/his health or safety
6. As prescribed by the Act, the Management has formed the Internal Complaints Committee, covering the Head Office & Branch Offices, Tumkur and Hosakote factories.  
The committee comprises of
- Ambily Martin– External Member (from BCP Associates)
  - Amar Nath Mohanty – Member - HO & Regional Staff Representative
  - Joydip Ghosh – Member – Peenya Representative
  - Uday Kulkarni- Member – Tumkur Representative
  - B G Desai – Member – Hosakote Representative
  - Stephys Udayakumar – Presiding Officer
  - Sowbhagya Murthy – Member - HO & Regional Representative
  - Priscilla E– Member – Hosakote Representative
7. Any aggrieved employee may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee within a period of three months from the date of incident and in case of series of incidents, within a period of three months from the date of last incident
8. Where the aggrieved employee is unable to make a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other person as prescribed may make a complaint.
9. The Internal Committee, at the request of the aggrieved employee takes steps to settle the matter between her/him and the respondent (perpetrator) through conciliation.
10. Where the aggrieved employee informs the Internal Committee that any terms of the settlement arrived at under the conciliation has not been complied with by the respondent, the Internal Committee shall proceed to make an enquiry into the complaint or, as the case may be, forward the complaint to the police.

11. Where both the parties are employees, the parties shall, during the course of enquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the committee.
12. On completion of an enquiry under the Act, the Internal Complaints Committee as the case may be, shall provide a report of its findings to the employer, or as the case may be within a period of ten days from the date of completion of the enquiry and such report be made available to the concerned parties.
13. Where the Internal Committee, as the case may be, arrives at a conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to take action for the misconduct.
14. The employer shall act upon the recommendation of the committee within sixty days of its receipt by him.
15. Where the Internal Committee, as the case may be arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved employee or any other person making the complaint has made the complaint knowing it to be false or the aggrieved employee or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer as the case may be to take action against the employee or the person who has made the complaint.
16. The Internal Committee as the case may be, shall in each calendar year prepare an annual report and submit to the employer.
17. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Organization.

In case of any grievances/ concerns related to the sexual harassment of any employee at workplace, you may either contact over phone or write to the Internal Complaints Committee,

**Mail Id - [complaints.india@noricangroup.com](mailto:complaints.india@noricangroup.com).**

The Internal Committee Member's Name & Contact number is displayed on the notice board.

**Sd/-  
Managing Director  
DISA India Limited**