

DISA INDIA LIMITED

Date: 19th Dec 2013	Policy Ref No	DIL/HR/Policy/Safe Workplace
Amendment No:	Policy Title	Sexual Harassment of Woman at Workplace(Prevention, Prohibition & Redressal) Act 2013
Previous Amendment: Nil		

The Management, with immediate effect is implementing “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013 that has come into force from 9th Dec 2013.

1. Objective:

- To provide a safe working environment for woman at workplace.
- To ensure prevention, prohibition and redressal of sexual harassment of woman at workplace.
- To constitute an Internal Complaints Committee

2. Applicability:

This policy is applicable to Head Office & all branch Offices, Tumkur & Hosakote Factories. 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, or called by any other such name.

3. Sexual harassment of Woman at Work place is misconduct under the service rules and the Management will initiate appropriate action for such misconduct as per the Act.
4. Sexual harassment include 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 favours, 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-
6. Implied or explicit promise of preferential treatment in her employment, or
 - a. Implied or explicit threat of detrimental treatment in her employment, or
 - b. Implied or explicit threat about her present or future employment status , or
 - c. Interference with her work or creating an intimidating or offensive or hostile work environment for her , or
 - d. Humiliating treatment likely to affect her health or safety.
7. 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
 - a. Pooja Prabhakar – External Member (Member of Gender Sensitivity Sub-Committee of Karnataka Employer Association)
 - b. Stephys Udayakumar – Presiding Officer
 - c. S Mohan – Member (Head Office & Branch Office Representative)
 - d. Sowbhagya Murthy – Member (Head Office & Branch Office Representative)
 - e. Priscilla E– Member (Hosakote Representative)
 - f. Joydip Ghosh – Member (Hosakote Representative)
 - g. B G Desai- Member (Tumkur Representative)

Viraj Naidu

8. Any aggrieved woman 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
9. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint.
10. The Internal Committee, at the request of the aggrieved woman takes steps to settle the matter between her and the respondent (perpetrator) through conciliation.
11. Where the aggrieved woman 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.
12. 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.
13. Where the Internal Committee, as the case may be 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 as the case may be, to take action against the woman or the person who has made the complaint.



Viraj Naidu
Managing Director

