Sustainable Agro-commercial Finance Ltd.

POLICY ON SEXUAL HARASSMENT OF EMPLOYEES AT WORKPLACE

Version 1.2

POLICY ON SEXUAL HARASSMENT OF EMPLOYEES AT WORKPLACE

Sign of Sheet		
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POLICY ON SEXUAL HARASSMENT OF EMPLOYEES AT WORKPLACE

BACKGROUND

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act / POSH Act enacted in 2013 by the Government of India is a major step towards preventing any form of misconduct towards women based on gender in the workplace. Prevention of Sexual Harassment Act (POSH Act) clearly lays down the various steps an organization should take to create a safe workplace for women which are as follows:

Step 1: Draft an organizational policy on Prevention of sexual harassment (POSH Policy).
Step 2: Change employment contract to reflect organization's POSH policy.
Step 3: Constitute an Internal Committee (IC) to handle complaints regarding sexual harassment.
Step 4: Create awareness among employees on their rights and responsibilities towards creating a safe workplace.
Step 5: Submit Annual Report on POSH Compliance.

1.0 POLICY

1.1 SUSTAINABLE AGRO-COMMERCIAL FINANCE LIMITED, (SAFL), is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company, have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

1.2 The Supreme Court passed a landmark judgment in the Vishakha case and has directed Companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment.

2.0 SCOPE

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at its workplace. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

The workplace includes:

a) All offices or other premises where the Company's business is conducted.
b) All company-related activities performed at any other site away from the Company's premises.

Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

3.0 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment would mean and include any of the following:

i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance;

iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;

iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;

v) Conduct of such an act at work place or outside in relation to an Employee of SAFL, or vice versa during the course of employment; and

vi) Any unwelcome gesture by an employee having sexual overtones

4.0 RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

4.1 All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy.

4.2 All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

5.0 INTERNAL COMPLAINTS COMMITTEE

5.1 A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Chairman and Members of the Committee are as follows:

Name	:	**Designations**
Mrs. Veena Kashelkar	:	Chairperson/ Presiding Officer
Mr. Paresh Shah	:	Member
Mrs. Purnima Apastamb	:	Member
Mrs. Swarupa Savla	:	Member
Ms. Ruchika Bhambure	:	Member
Mrs. Pranali Sulakhe	:	Member
Ms. Sakshi Bhamre	:	External Member

5.2 A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a lady.

6.0 REDRESSAL PROCESS

6.1 Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 03 Months of occurrence of incident.

6.2 On receipt of the complaint the committee shall send a copy of the same to the Respondent (i.e. person against whom the complaint is made) within a period of 7 working days.

6.3 Respondent shall file his reply to the Complaint Within 10 working days of the date of receipt of the copy of the complaint.

6.4 At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her

complaint. If the Complainant does not wish to disclose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.

6.5 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.

6.6 Conciliation between the parties on the request of the complainant may be provided by the Committee. If the resolution through conciliation is arrived, the same will be recorded and informed to employer. Copy of the settlement is to be provided to both the parties. In this case, no further inquiry will be held.

6.7 In case conciliation is not opted or if no resolution is arrived at, a formal inquiry will be initiated by the Committee and shall be completed within 90 days from the date of initiation.

6.8 On completion of the inquiry, within 10 days of the completion of the inquiry the committee shall provide with a report of finding, for taking recommended action and copy of the same may be made available to the parties.

6.9 The employer shall act upon the recommendations of the Committee within 60 days of the receipt of the recommendation from the committee.

6.10 Appeal may be made by either of the party to the employer, if not satisfied with the inquiry report preferably within a period of 90 days from the receipt of the copy of recommendation by the Committee.

6.11 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

6.12 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

7.0 ENQUIRY PROCESS

7.1 The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.

7.2 The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 10 days of receipt of the same.

7.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.

7.4 If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.

7.5 If the Complainant desires to tender any documents by way of evidence before the Committee, he / she shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

7.6 The Committee shall call upon all witnesses mentioned by both the parties.

7.7 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

7.8 The Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Managing Director & CEO as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Managing Director & CEO will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

a. Formal apology
b. Counselling
c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
d. Change of work assignment / transfer for either the perpetrator or the victim.

e. Suspension or termination of services of the employee found guilty of the offence

7.9 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, SAFL shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

7.10 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a police complaint.

7.11 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

8.0 CONFIDENTIALITY

8.1 The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

8.2 To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.

9.0 ACCESS TO REPORTS AND DOCUMENTS

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

10.0 PROTECTION TO COMPLAINANT / VICTIM

10.1 The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

10.2 The Company will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

10.3 Anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

11.0 CONCLUSION

In conclusion, the Company reiterates its commitment to providing its women employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

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