

**ANTI - SEXUAL HARASSMENT POLICY**

**OBJECTIVE**

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

Company regards sexual harassment and actions that create a hostile work environment as a very serious matter and such conduct is prohibited in the workplace by any person and in any form. Company also believes that all employees of the Company have to be treated with dignity.

**SCOPE AND EFFECTIVE DATE**

- Extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.
- Applicable at all locations and activities including those run in partnership so also to all company-sponsored social events.
- Applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; doctors and patients; and peer relationships. It includes employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which Company's name is associated.
- All associates shall comply with this policy.

**DEFINITIONS**

**Company** refers to Sitapuram Power Limited

**Employee** includes a person employed / engaged by the company for any work directly, or by or through any Agency.

- For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually colored remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, stalking sounds, lurid stares, use/ showing of pornographic material, display of pictures, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation

on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

- Implied or overt promise of preferential treatment in that employee's employment
- An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- Such conduct that is humiliating and may constitute a health and safety problem
- which offends the individuals sensibilities and affect her/his performance
- conduct of such an act at work place or outside in relation to an Employee, or vice versa during the course of employment

### **INTERNAL COMPLAINTS COMMITTEE )**

COMMITTEE has been constituted to consider and redress complaints of Sexual Harassment.

1.The committee head shall be the Presiding officer who shall be Woman Employee at a senior level at work place from amongst the employees of the location

In case a senior level women employee is not available, the Presiding officer shall be nominated from other offices or administrative units of the Company

2. The committee should have atleast two members from amongst employees preferably committed to the cause of women or who have experience in social work or have legal knowledge

3. One member should be from non-government organisation or associations committed to cause of women

4. Woman members should not be less than half of the total members in the committee

5. Every site / branch location should have a committee6. The term of the committee and its members shall be for a maximum period of three years or as decided by the Company.

7. HR Department shall finalize the Committee members in coordination with respective Works / Site / Branch / Location Head and shall circulate Committee details to employees in respective locations.

8.The size of the Committee shall not be less than 4 and more than 5 members.

### **IF YOU ARE BEING HARASSED**

- Tell the harasser his/her behaviour is unwelcome and ask him/her to stop.

- Keep a record of incidents (date, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can help you remember details

### **PROCEDURE FOR REPORTING HARASSMENT**

- An aggrieved Employee has to submit his / her complaint in writing on the occurrence of such an incident at their respective location mentioning the Date and nature of the harassment within three months of occurrence of the incident, in case of series of incidents within a period of three months from the date of last incident.
- In case the employee is not able to submit the complaint in writing, the Presiding officer or any member of the committee will assist the employee to make the complaint in writing.
- Further the Internal committee can extend the time limit for filing a complaint for a period not exceeding three months, reasons for such extension have to be recorded in writing.

### **ROLE OF COMMITTEE ON RECEIPT OF COMPLAINT**

- Upon receipt of the formal complaint from the aggrieved employee **COMMITTEE** before initiating investigation at the request of the aggrieved employee shall take steps for settlement through conciliation. In case a settlement is arrived at the committee shall record the same and forward the same to the Employer for implementation, such settlement cannot be monetary in nature. Where settlement is arrived no further inquiry is conducted.
- If the aggrieved employee informs the committee that any terms/conditions of the settlement arrived have not been complied by the respondent, the committee will proceed with the inquiry if prima facie case exists. Forward complaint to Police for registering case under section 509 of IPC and other relevant provisions within a period of seven days
- Both the parties are heard during the inquiry and given the copies of the findings for further representation and **COMMITTEE** shall submit the findings to the employer within 10 days from completion of the inquiry
- Organization will not tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed sexual harassment.
- False accusations of harassment as well as false evidence by witnesses will not be tolerated and would be viewed seriously and appropriate action under service rules will be taken based on the inquiry report of the committee
- Employer shall implement the recommendations of the **COMMITTEE** and send the report of such implementation to **COMMITTEE** as the case may be.

## ENQUIRY PROCESS

- A quorum of 3 members is required to start the Enquiry process
- If the complaint is raised against a Committee member by the Complainant, the Committee shall ensure that the defendant should not be the part of the Committee and not allowed to be part of the proceedings / interfere in the proceedings.
- The **COMMITTEE** members shall hear the Complainant and record his/her allegations. The Complainant / defendant can submit any corroborative material with a documentary proof, written material, etc., in original which is self attested to substantiate his / her complaint. If the Complainant (if Female) does not wish to depose personally due to embarrassment of narration of event, a female co-employee shall meet and record the statement.
- Thereafter, the defendant shall 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.
- In case the complaint is proved true, HR Department shall initiate necessary action as recommended by the **COMMITTEE**.
- In the event, the complaint does not fall under the purview of Sexual Harassment; the same would be dropped after recording the reasons thereof.
- **COMMITTEE** shall complete the "Enquiry" within 90 days from the date of complaint and communicate its findings and its recommendations for action to the HR Department
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, COMMITTEE shall take steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- 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.

## IMPROPER COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against anyone. Making a knowingly false complaint subjects the complainant to disciplinary or corrective action. However, failure to prove a claim of sexual harassment does not constitute proof of a false and / or malicious accusation.

## PROHIBITION OF VICTIMISATION

- No person shall be victimized for anything said or done in relation to any complaint.
- A person victimizes another person if the person subjects the other person or threatens to subject the other person to any detriment in connection with employment or recruitment or promotion because such person

- Has brought proceedings against any person.
- The other person associates with the complainant.
- Has given evidence or information or produced a document, in connection with any proceedings.

**PREVENTIVE STEPS**

COMMITTEE shall take all reasonable steps to ensure prevention of sexual harassment at work. Such steps shall include:

- Circulation of the policy in English / Vernacular in Office / Plant / Works locations on Sexual harassment to all direct / indirect employees.
- Sexual harassment will be affirmatively discussed at monthly meetings, workshops etc.,
- Conduct regular in-house training on sexual harassment and addressing complaints to all direct / indirect employees.
- Guidelines will be prominently displayed to create awareness of the rights of female employees.
- A commitment is required from all the levels of the organization for the positive implementation of the policies and procedures made against sexual harassment.
- Widely publicize that the Sexual Harassment is a crime & will not be tolerated.
- Names and contact numbers of members of the COMMITTEE committee will be prominently displayed in all the Offices / Projects.

**WHO SHOULD HELP STOP WORKPLACE HARASSMENT?**

<b>Source</b>	Stop the Harassing Behavior
<b>Target</b>	Tell the source to stop and/or report the behavior.
<b>Observer</b>	No such thing as an innocent bystander
<b>Person</b>	A Duty Exists

**FOLLOW-UP WITH THE COMPLAINANT**

Finally, **COMMITTEE** shall affirmatively follow up with the complainant after one month of decision to determine

- whether the inappropriate activity has stopped
- whether any retaliatory or related activity has been initiated against the complainant by the defendant
- Depending on the situation, it may also be advisable to interview coworkers or supervisors of the harasser in order to ascertain whether inappropriate activity has continued with respect to the original victim or other parties.