

PROTECTION AGAINST HARASSMENT AT THE WORKPLACE

1. POLICY STATEMENT

- 1.1 It is the Company policy to maintain a code of conduct that assures everyone working at our organization the right to dignity and respect. The Company will not tolerate any type of harassment, sexual or otherwise, abuse, discrimination, derogatory remarks or inappropriate jokes.
- 1.2 The Company aims to provide a safe and respectful work environment for everyone. Hence, in compliance with the Law “Protection against Harassment of Women at the Workplace, Act 2010, Amendment 2022” (refer Annexure 1), the Company has adopted the Code of Conduct for Protection against Workplace Harassment (refer Annexure 2) defined in the Law and abides by the procedure mentioned in the Law for appeal aimed at establishing a safe working environment, free from intimidation and abuse for all employees.

2. ELIGIBILITY FOR PROTECTION UNDER THIS POLICY

While the Law contains the term “Women” in its name, it applies to any person (refer definition of Complainant in the above-mentioned Law). The Company goes a step beyond and applies the same procedure for all employees.

3. REPORTING AND INVESTIGATION PROCEDURE

- 3.1 The Company has established an Inquiry Committee (refer Inquiry Committee Structure – Annexure 3) to work in this regard and to undertake the following measures for implementation of this policy:
 - a. Adaptation of the Code of Conduct for Protection against Harassment to apply it for all genders.
 - b. Address complaints as soon as possible and according to the defined procedure.
 - c. Ensure that justice is done swiftly and retaliation against the complainant is curbed.
 - d. Inform and educate the employees to make them aware of the policy and to encourage a professional and respectful work environment for all employees.
- 3.2 Harassment and its manifestations, informal and formal complaint procedures are defined in the Code of Conduct for Protection against Harassment (Annexure 2 of this policy).
- 3.3 A detailed explanation about the inquiry procedure following a formal complaint and the role of the Inquiry Committee are given in the Inquiry Committee’s Terms of Reference (Refer Annexure 4 -IC ToR).
- 3.4 It is strongly recommended that any employee experiencing or witnessing harassment should start documenting the events in detail immediately (what, why, where, who, when, how) and report the incident as soon as possible. The complaint can be registered either informally or formally as per the defined procedures.
- 3.5 It is the responsibility of management to ensure fairness and justice in all such cases.
- 3.6 It is a serious offence to make a false accusation and anyone found guilty of doing so will face strict disciplinary action.

4. EXPECTATION FROM EMPLOYEES

Employees are expected to comply with this policy.

For more information on the expected behaviours, refer guidelines for Workplace Etiquette, Dress Code and Disciplinary Action.

5. AMENDMENTS

All or any part of this policy may be changed at any time in compliance with any changes in the applicable law.

6. ADMINISTRATION

This Policy shall be administered by HR.