

**1. POLICY**

Ador Fontech Limited (ADFL) is an equal employment opportunity employer and is committed to creating a healthy and equitable working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. ADFL also believes that all employees of the Company have the right to be treated with dignity. Sexual harassment at the work place or at any other place where the work is specifically assigned to the employee will be constructed as harassment at the workplace. The Company or the Internal Complaints Committee reserves the right to exercise its discretion and consider any other place as the workplace, wherever the employee is discharging any work which is connected/related to the obligations assigned to them.

The policy has been prepared on the basis of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

**2. SCOPE AND EFFECTIVE DATE**

This Policy extends to all employees of the ADFL and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

**3. DEFINITIONS**

**A. SEXUAL HARASSMENT**

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- a) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, or evaluation of a person in the course of or arising out of employment of ADFL or unwelcome sexual advances by threatening about the present and future employment status of the employee;
- b) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, messages, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect their performance
- c) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- d) Interference with the employees' work or doing any 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;
- e) Act or conduct by a person in authority, which is of a sexual nature, which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- f) Conduct of such an act mentioned in clause (e) above, at work place in relation to an Employee of ADFL, during the course of employment;
- g) Any unwelcome gesture by an employee having sexual overtones;
- h) Humiliating treatment which is gender discriminatory and likely to affect employees' health or safety.

**B. EMPLOYEE**

"Employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker working on deputation, consultants, probationer, trainee, apprentice or called by any other such name.

**4. INTERNAL COMPLAINTS COMMITTEE**

A Committee named Internal Complaints Committee has been constituted by the Management on the basis of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and the Directives given by the Supreme Court, to consider and redress complaints of Sexual Harassment.

Accordingly, the Chairman and Members of the Committee that is constituted are as follows:

<b>S No.</b>	<b>Constitution of Internal Complaints Committee</b>	<b>Designation</b>
1.	Any senior woman employee of the Company or Group Company	Presiding Officer
2.	Any woman Employee of the Company or Group Company	Member
3.	Any employee of the Company	Member
4.	Member from NGO or lawyer or any person other than employee of the Company or Group Company who is familiar with the issues relating to sexual harassment	Member

**5. REDRESSAL PROCESS**

**A. Complaint of Sexual Harassment**

i. Any employee may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period of one month from the date of incident and in case of a series of incidents, within a period of one month from the date of last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Committee shall render all reasonable assistance to the employee for making the complaint in writing.

Provided further that the Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the employee from filing a complaint within the said period.

ii. Where the employee is unable to make a complaint on account of his/her physical or mental incapacity, a complaint may be filed by;

- (a) His/her relative or friend; or
- (b) A special educator;
- (c) A qualified psychiatrist or psychologist; or
- (d) The guardian or authority under whose care he/she is receiving treatment or care;
- (e) Any person who has knowledge of the incident jointly with him/her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care he/she is receiving treatment or care.

iii. Where the employee for any reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident with his/her written consent.

iv. Where the employee is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of his/her legal heir.

v. At the time of filing the complaint the complainant shall submit to the Internal Complaint Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

vi. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

vii. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.

viii. At the first meeting, the Committee members shall hear the Complainant and record his/her 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 depose personally due to embarrassment of narration of event, a lady officer for female employees involved and a male officer for male employees, involved shall meet and record the statement.

**B. Conciliation**

i. The Committee may, before initiating an inquiry and at the request of the complainant take steps to settle the matter between him/her and the respondent through conciliation. Provided that no monetary settlement shall be made as a basis of conciliation.

ii. Where a settlement has been arrived by conciliation, the Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.

iii. Where a settlement is arrived through conciliation, no further inquiry shall be conducted by the Internal Committee.

iv. Provided that where the complainant informs the Committee that any term or condition of the settlement arrived at has not been complied with by the respondent, the Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police.

C. Inquiry into Complaint

i. The Committee shall, where the respondent is an employee, proceed to make inquiry into the complaint by sending one of the copies received from the complainant to the respondent within a period of seven working days from the receipt of the complaint.

ii. The respondent shall file his/her reply to the complaint along with the list of documents and names and addresses of the witnesses within a period not exceeding ten working days from the date of receipt of complaint from the Committee.

iii. Provided further that where the parties are employees, the parties shall, during the course of inquiry, 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.

iv. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Committee.

v. The Committee shall have right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson. Provided such termination or ex-parte order may not be passed without giving notice in writing, fifteen days in advance, to the party concerned.

vi. For the purpose of making an inquiry, the Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908(5 of 1908) when trying a suit in respect of the following matters, namely:--

(a) Summoning and enforcing the attendance of any person and examining him on oath;

(b) Requiring the discovery and production of documents: and

(c) Any other matter which may be prescribed.

The inquiry shall be completed within a period of ninety days. If for any genuine reason, the Committee is unable to complete the inquiry within a period of 90 days then the period may further be extended till such date as is necessary, by giving valid reasons for such extension of time.

6. ACTION DURING THE PENDENCY OF ENQUIRY

i. During the pendency of an inquiry, on a written request made by the complainant, the Committee may recommend to the employer to—

(a) transfer the complainant or the respondent to any other workplace; or

(b) grant leave to the complainant up to a period of three months: or

(c) grant such other relief to the complainant as may be prescribed.

ii. The leave granted to the complainant under this section shall be in addition to the leave he/she would be otherwise entitled.

iii. Upon the written request of the complainant the Committee may recommend the employer to restrain the respondent from reporting on the work performance of the complainant or writing his/her confidential report, and assign the same to another officer.

iv. On the recommendation of the Committee the employer shall implement the recommendations made by the Committee and send the report of such implementation to the Committee.

## **7. INQUIRY REPORT**

i. On the completion of an inquiry under this Act, the Committee shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

ii. Where the Committee, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.

iii. Where the Committee, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer as the case may be—

a. to take action -against sexual harassment by considering it as a misconduct in accordance with the provisions of the service rules applicable to the respondent;

b. to deduct, notwithstanding anything contained in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the complainant as it may determine, Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his/her being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the complainant.

c. The employer shall act upon the recommendation given by the Committee in its report within sixty days of its receipt by it.

## **8. PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE**

i. Where the Committee, arrives at a conclusion that the allegation against the respondent is malicious or the complainant has made the complaint knowing it to be false or the employee or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the complainant in accordance with the provisions of the service rules applicable to her or him.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

ii. Where the Committee, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to the said witness.

**9. DETERMINATION OF COMPENSATION**

- i. For the purpose of determining the sums to be paid to the complainant the Committee shall have regard to;
  - a) the mental trauma, pain, suffering and emotional distress caused to the complainant;
  - b) the loss in the career opportunity due to the incident of sexual harassment;
  - c) medical expenses incurred by the victim for physical or psychiatric treatment;
  - d) the income and financial status of the respondent;
  - e) feasibility of such payment in lump sum or in installments.

**10. DUTIES OF EMPLOYER**

Every employer shall—

- i. provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- ii. display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the Committee
- iii. organise workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Committee in the manner as may be prescribed;
- iv. provide necessary facilities to the Committee as case may be, for dealing with the complaint and conducting an inquiry
- v. assist in securing the attendance of respondent and witnesses before the Committee;
- vi. make available such information to the Committee, as it may require having regard to the complaint made,
- vii. provide assistance to the complainant if he or she so chooses to file a complaint in relation to the offence under the Indian Penal Code(45 of 1860) or any other law for the time being in force;
- viii. treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- ix. monitor the timely submission of reports by the Committee.

**11. MANNER OF TAKING ACTION FOR SEXUAL HARASSMENT**

Where the Committee arrives at the conclusion that the allegation against the respondent has been proved or complainant has filed false or malicious complaint or complainant or witness has given false evidence, it shall recommend to the employer, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.

**12. SUBMISSION OF ANNUAL REPORT**

The Committee shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer. The Annual Report should contain the following details:

- a) No. of complaints received during the year
- b) No. of complaints disposed off during the year
- c) No. of cases pending for more than 90 days
- d) No. of workshops or awareness programme against sexual harassment carried out
- e) Nature of action taken by the employer

**13. AMENDMENT**

This Policy can be modified at any time by the Board of Directors of the Company.