

Policy – Prevention & Redressal of Sexual Harassment

Objective

In order to provide for the basic rights of gender equality, right to life and dignity, to carry on any occupation/trade, guarantee against sexual harassment and abuse at work places, with particular reference to working women, the Supreme Court of India has laid down guidelines and norms to be treated as law and the same is applicable to both public and private sector.

Keeping the above in mind, AWL has formulated a Policy for 'Zero Tolerance' to sexual harassment at workplace and for Prevention, Prohibition and Redressal of Sexual Harassment, the objective of which is to prevent and address issues of sexual harassment at the workplace. We will not tolerate any harassment from men to women, women to men, men to men and women to women. This policy has striven to prescribe a code of conduct for the employees that will preclude the eventuality of policing employees. All employees are required to be aware of this code and strictly abide by it.

Scope

All employees working for the Company, part time employees and trainees; temporary/outsourced associates (direct or engaged through agencies) and those working in a honorary capacity. This policy would also include individuals on deputation, retainership/consultancy or on contractual employment, visitor etc.

For the purpose of this policy, all those covered by this policy are hereinafter referred to as "employee(s)/ associate(s)".

Code Of Conduct On Sexual Harassment

No employee/associate shall indulge in the following acts of commission or omission, which will be deemed to be acts of Sexual harassment:

As per Chapter 1 / 2 (n)

- Any uninvited sexual behavior from persons of the same or opposite sex.
- Behavior that offends the dignity of the individual to whom it is directed.
- Persons using their positions of power to degrade and humiliate or demand sexual favours.

The following acts are considered inappropriate within the AWL working environment and employees/associates are advised and expected not to indulge in the same:

A handwritten signature in blue ink, appearing to read "M. P. Dey", with a horizontal line underneath.

As Per Chapter 1 / 3 / (2)

Verbal harassment

Physical harassment (also covered under the Indian Penal Code):

Written or graphic harassment:

Emotional harassment:

I. Third Party Harassment

As per Supreme Court Guidelines, Third Party Harassment occurs as a result of an act or omission by any third party or outsider. The employer and person in-charge will take necessary and reasonable steps to assist the affected person in terms of support and preventive action.

Any of the above acts would tantamount to 'Sexual Harassment', whether it is alleged to have taken place within or outside Company Premises. It shall also be applicable in respect of all allegations of sexual harassment made by an outsider against an employee/associate.

Outside the Company Premises refers to any location outside the Company, including locations where an employee/associate may be on tour, customer call, customer interface, hotel etc.

II. Sexual Harassment Redress System

While all employees/associates should adhere to the code of conduct stipulated above, in the unlikely event of any employee/associate violating the same, the Redress System would be as follows:

Internal Complaints Committee Members

As per Chapter 2 / 1

As the Company has its presence in various locations there will be multiple Internal Complaints Committee Members as listed in the annexure.

Internal Complaints Committee (ICC)

The ICC shall comprise of 3 members and would be constituted by the Chief Ethics Officer/Head-HR. The ICC will represent both the genders and shall be such that at least 50% members are women. The Chairperson of the ICC shall be a senior level woman. The constitution of the ICC will be reviewed every year or as necessary during the year.

The scope of the ICC shall be as under:

- Hear and investigate complaints of sexual harassment.
- Recommend punitive/corrective action.
- Make suggestions to improve the work environment.

A handwritten signature in blue ink, appearing to read "R. P. Dey", with a horizontal line drawn underneath it.

The ICC will submit its recommendations to the complainant, in case of an appeal by any party involved in the case. The Ombudsman will be an independent person - a woman who is neutral third party, not employed by the Company and preferably from a NGO. The Ombudsman will be finalized by the Chief Ethics Officer

III. Redress Procedures

The Committee members will receive all complaints of harassment from men, women and transgender. The Chairperson and the Committee members need to ensure and assure:

- Confidentiality of the complainant
- That every complaint will be taken seriously.
- That the redress system is retribution free and irrespective of the outcome of the investigation, nothing will be done to denigrate the complainant.

The Chairperson/Committee members should advise the complainant to register a written complaint. All cases where a written complaint has been made will be put up to ICC.

In case the complainant is not willing to give a written complaint because it is not of a serious nature warranting a written complaint, the Chairperson/Committee members will have the following alternate ways to redress the complaint in case found genuine:

- Appoint a mediator or directly communicate to the alleged harasser that his / her behaviour is inappropriate.
- A verbal warning to the alleged harasser.

In cases of complaints of a serious nature warranting disciplinary action, if proved, the Chairperson/Committee members should insist on a written complaint from the complainant, on receipt of which the complaint can be put up to the ICC.

In case of complaints involving offences under the Indian Penal Code, the Chairperson / Committee members should advise the complainant to file a complaint with the police immediately. In these cases, the support of the company in filing the complaint should be ensured. The various offences that are covered under the Indian Penal Code are:

- Violating modesty & Touching Body Parts (Section 354)
- Vulgar comments (Section 509)
- Rape and attempt to rape (Section 376 & 376 / 511)
- Assault

While dealing with complaints, strictest confidentiality to the extent possible should be observed and all information generated should be restricted to the smallest possible group. It must be ensured that the process is brief and quick.

A handwritten signature in blue ink, appearing to read "R. Pandey", with a horizontal line underneath.

The procedure for redressing all written complaints will be as under:

1. The ICC will notify in writing, the time and date of the meeting that should be fixed within five working days of receiving the complaint. The complainant and the alleged harasser should be given a written notification to appear before the ICC. It should be ensured that a minimum of 2 working days' notice is given.
2. Along with the notification, a copy of the complaint should be given to the alleged harasser.
3. The ICC in separate meetings with the complainant and the alleged harasser will record and investigate into the statements given by them. In addition, the ICC can call for any witnesses/documents/records etc., as are relevant to the case. The ICC will get the individual signatures of the complainant, the alleged harasser and any witnesses on the statements given by them.
4. Minutes will be taken down to record the proceedings and all documents pertaining to the complaint.
5. The conclusions of the ICC, along with the recommendations, will be submitted to the HR Head & the Location/AWL Mentor. The HR Head & Location/AWL Mentor will implement the recommendations, unless in his/her opinion, the penalty recommended is disproportionate to the misconduct, in which case he/she will refer the matter to the ICC.
6. A copy of the final report to be given to both the parties, i.e. the complainant and the respondent.
7. In the event that the conclusions of the ICC are unsatisfactory to the complainant or the alleged harasser, an appeal in writing should be made by the concerned party who is requesting the appeal to the court of law.
8. The ICC shall then review the recommendations of the ICC, meet involved parties, if necessary and conclude the case within 30 working days of receiving the reference. Minutes will be taken down to record the proceedings. The recommendations of the ICC are final and binding on all those involved in the case.
9. Copies of the documentation of the ICC proceedings and recommendations should be maintained by the HR representative.

A handwritten signature in blue ink, appearing to read "M. P. Dey", with a horizontal line underneath.

IV. DISCIPLINARY ACTION

Possible disciplinary action will be in direct proportion to the seriousness of the offence and could range from :

- A letter of warning.
- Written apology by the harasser to the complainant.
- Transfer from the present locations/Department/Positions.
- Demotion
- Withholding of Salary, Incentives, bonus or any other remuneration.
- Suspension from services.
- Termination of services.

In case after the ICC proceedings, it is concluded that the complaint also constitutes a criminal offence punishable under the Indian Penal code, it will be the responsibility of the company to initiate appropriate action when there are complaints. The Company will take action in accordance with the law and the onus of lodging the complaint with the appropriate authority will be with the company.

The ICC will make available the proceedings of the investigation and the minutes of the meetings to the police or prosecution that would be evidence to oppose bail, or to frame charges or during the trial. Members of the ICC are free to testify at the trial on a voluntary basis.

In the case where a false complaint has been filed and the investigation has proved that the motivation of the complainant was purely to defame the alleged harasser or malafide in intent, disciplinary action must be taken against the complainant.

V. EVALUATION

This Policy will be periodically evaluated so that any amendments required may be recommended by the Redress Committees based on their experience of dealing with Complaints.

For ADOR WELDING LIMITED


Manoj Pandey 11/6/2018
Head – Human Resources

ANNEXURE

Below listed are the multiple Internal Complaints Committee Members.

<u>Location</u>	<u>Committee Members</u>
Committee Chairperson	Ms. Rachana – (rachnachawla@adorians.com)
HO, Silvassa Plant, Raipur Plant, Area Offices	Ms. Aashna Desai– HR Representative (aashnadesai@adorians.com) Mr. A A Nimbkar – Member (aanimbkar@adorians.com)
Chinchwad Plant	Ms. Vaishali Raval – HR Representative (vaishaliraval@adorians.com) Mr.Radha Krishna Pillai– Member (radhakrishnapillai@adorians.com)
Process Owner	Mr. Manoj Pandey- Head HR
External Committee Member	Ms. Meena Lokhande

