

POLICY ON PREVENTION OF SEXUAL HARASSMENT

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail. Varroc is committed to provide a safe and conducive work environment to its employees and expects them to combine the expertise with responsibility. Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behaviour will be attributed to the company and can affect its inward and outward reputation.

1. SCOPE

This Policy applies to all the employees defined for the context of this policy as a person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, 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 co-worker, a contract worker, probationer, trainee, apprentice or by any other such name in Varroc Engineering Limited & the subsidiaries under the preview of law.

2. DEFINITION

Sexual harassment may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between employee and someone that employee deals within the course of his/her work who is not employed by the Company. Eg Employee and interviewee, Employee and contract worker, Contract worker and trainee, Contract worker and contract worker , Employee and visitor etc.

2.1 “Sexual Harassment” at work is defined in the ACT 2013 under section 2N of SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013 summarized below:

Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- a) Either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
- b) 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.
- c) Eve teasing, innuendos and taunts, physical confinement against one’s will and

likely to intrude upon one's privacy.

- d) An act or conduct by a person in authority which creates a hostile environment or is intimidating to a person belonging to the other sex; conduct of such an act at work place or outside in relation to an Employee, or vice versa during the course of employment.
- e) Any unwelcome gesture by an employee having sexual overtones.

2.2 Aggrieved woman: In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

2.3 Respondent: A person against whom a complaint of sexual harassment has been made by the aggrieved woman

2.4 Employee: A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, 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 co-worker, a contract worker, probationer, trainee, apprentice or by any other such name.

2.5 Workplace: In addition to the place of work [Head office / Branch offices, Factories] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Varroc India Limited, including transportation provided for undertaking such a journey.

2.6 Employer: A person responsible for management, supervision and control of the workplace

3. Redressal Mechanism – Formal Intervention

In compliance with the Act, if the complainant's warrants formal intervention, the complainant needs to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint will be reduced in writing by the receiver of the complaint and signatures of the complainant will be obtained.

4. Internal Complaints Committee (Henceforth known as 'Internal Committee')

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" is constituted at each location. The detail of the committee is notified to all covered persons at the location (workplace).

4.1 The Internal committee at each location comprises of:

- a) **Presiding Officer:** A woman employed at a senior level in the organization or workplace
- b) At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge.
- c) One external member, familiar with the issues relating to sexual harassment
- d) At least one half of the total members is women.

Current nominated members of the ICC are given in Annexure A

5. Lodging a Complaint

- 5.1 The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace.
- 5.2 The complaint must be lodged within 3 months from the date of incident/ last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.
- 5.3 If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent.
- a) Legal heir, relative or friend
 - b) Co-worker
 - c) Any person having the knowledge of the incident
- 5.4 If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

- 6 Resolution procedure through formal inquiry:** The committee initiates inquiry in the following cases:
- a) No conciliation is requested by aggrieved woman
 - b) Conciliation has not resulted in any settlement
 - c) Complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent

The Committee proceeds to make an inquiry into the complaint within a period of 1 week of its receipt of the original complaint/closure of conciliation/repeat complaint.

7 Manner of inquiry into complaint:

- a) Complainant should submit the complaint along with supporting documents and the names of the witnesses
- b) Upon receipt of the complaint, the committee sends 1 copy of the complaint to respondent within 7 working days
- c) Respondent replies with all supporting documents within 10 working days of receiving the copy of the complaint
- d) No legal practitioner can represent any party at any stage of the inquiry procedure
- e) The Internal Complaints Committee makes inquiry into the complaint in accordance with the principles of natural justice

6. Inquiry procedure

Any such inquiry is completed, including the submission of the Inquiry Report, within 90 days from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties.

8 Considerations while preparing inquiry report

While preparing the findings/recommendations, following are considered:

- a) Both parties have been given an opportunity of being heard
- b) A copy of the proceedings should be made available to both parties enabling them to make representation against the findings

9 Action to be taken after inquiry

9.1 Post the inquiry the committee submits its report containing the findings and recommendations to the employer, within 10 days of completion of the inquiry. The findings and recommendations are reached from the facts established and is recorded accurately.

9.2 **Complaint unsubstantiated:** Where the committee arrives at the conclusion that the allegation against the respondent has not been proved, it recommends to the employer that no action is required to be taken in this matter. Further, the committee ensures that both parties understand that the matter has been fully investigated, that the matter is now concluded, and neither will be disadvantaged within the company.

9.3 **Complaint substantiated: Where** the committee arrives at the conclusion that the allegation against the respondent has been proved, it recommends to the employer to take necessary action for sexual harassment as misconduct, in accordance with the applicable service rules and policies.

The employer shall act upon the recommendations within 60 days and confirm to the committee.

Post implementation of the actions follow up with the complainant occurs to ascertain whether the behavior has in fact stopped, the solution is working satisfactorily and if no victimization of either party is occurring. This follow up is undertaken by respective HR.

10 Malicious Allegations

10.1 Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman 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 woman or the person making the complaint.

10.2 The action recommended should be like the ones proposed for the respondent in case of substantiated complaints.

10.3 While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

11 Confidentiality

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

12 Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within 90 days of the recommendations being communicated.

Annexure 1**Internal Complaints Committee**

Presiding Officer: Ms. Kavita Kulkarni

Member : Mr. Lalit Dua

Member : Ms. Jayanti Prabhu

External Member: Ms. Neha Sathe
