

1. Background/purpose

Somic ZF Components Pvt. Ltd. is committed to creating a work environment in which all employees can work together in an atmosphere that is free from sexual harassment. All employees and other persons interacting with SZCL, have the right to be treated with dignity. Sexual harassment is an offence and is, therefore, punishable. This policy sets out the way in which the Company will prevent and deal with sexual harassment.

2. Scope and applicability

This Policy is applicable to all allegations of sexual harassment made by an employee or third party, or against an employee or third party, irrespective of whether sexual harassment is alleged to have taken place within or outside SZCL premises.

2.1 Exceptions

There will be no exceptions to this policy

3. Definitions

a) **“Sexual Harassment”** - For the purpose of this policy "Sexual Harassment" shall include, but will not be confined to the following:

i. Unwelcome sexual advances, requests for sexual favours, and/or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of instruction, employment, participation or evaluation of a person's engagement in any company activity;

ii. When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;

iii. Forcible physical touch or molestation;

iv. Eve teasing, innuendos and taunts, physical confinement against one's will and any other act likely to impinge upon one's privacy;

v. Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to a person belonging to the other / same sex;

vi. Any such conduct committed by a third party or outsider in relation to an employee of SZCL, or vice versa during the course of employment.

b) **“Employee”** means any person on the rolls of SZCL to whom this policy is applicable, including temporary, part time or honorary employees, by whatever name called, and would include employees engaged on a casual or project basis and also those engaged through a contractor.

c) **“Third Party”** means any person or persons not on the rolls of SZCL but, in the course of work related activities, interacting with SZCL employees.

d) **“Committee for the Prevention of Sexual Harassment”** means a forum of minimum 5 people who will investigate complaints of alleged sexual harassment and make recommendations for resolution to management. The first level of resolution will be at the ‘Plant Level Committee for Prevention of Sexual Harassment’ (PLC-PoSH) the ‘Corporate Committee for Prevention of Sexual Harassment’ (CC-PoSH) will deal with all cases that have been escalated from plant level. The committee should be headed by a Woman and Woman members should not be less than half of the total members in the committee who are direct employees of the Company.

e) **“Appointing Authority”** means the person who, within the SZCL organization, is in charge of HR. Typically; this is the in charge of Human Resources of the Plant.

f) **“Chairman”** means the Presiding officer of PLC-PoSH Committee.

4. Complaints Committee(s)

a) The Chairman has appointed a Committee to implement this policy and act as the forum of last recourse for complaints of alleged sexual harassment. This Corporate level Committee is referred to as the **Corporate Committee for the Prevention of Sexual Harassment (CC-PoSH)**.

b) The **CC-PoSH** will deal will complaints that are escalated after non-resolution at plant level. The recommendation from this Committee is final.

c) Each of the plant has constituted a **Plant Level Committee for Prevention of Sexual Harassment (PLC-PoSH)**.

d) Complaints from the plants will, in the first instance, be directed towards the Chairpersons of their Plant Level Committee. Each Plant Level Committee consists of a panel of members, out of which a 5-member Committee will be constituted. The choice of members will depend on the nature of the complaint.

e) Once a complaint is lodged with the respective Chairperson, either informally or formally, a formal Committee, consisting of minimum 5 members, will be constituted from among the members of the panel. Any formal Committee will also include an external member, not on SZCL rolls. This external member will be selected on the basis of his/her knowledge on and experience with the subject of prevention of sexual harassment, the respect accorded to him/her in the local community and his/her ability to have a balanced and unbiased view on the subject.

5. Grievance procedure

a) Any employee may lodge a complaint of sexual harassment against an employee or third party or vice versa, with the Chairperson or, at their choice, any of the other members of the panel. They should do so at the earliest point of time, but preferably within 5 days from the date of occurrence of the alleged incident. If the complainant feels that he/she cannot disclose his/her identity for any particular reason with the Plant Level Committee or panel members, he/she can address the complaint to the Chairperson of the CC-PoSH.

- b) The complaint may be made orally or in writing. If the complaint is made orally, the complainant will be requested to confirm the complaint in writing and sign it.
- c) The responsible Committee, or sub-set of the full Committee, will meet with the complainant latest within 10 days of receipt of the complaint. They will inform the complainant of this meeting date at the earliest.
- d) At the first meeting with the Committee, the complainant will be heard and her/his statements will be recorded. The complainant will be asked to produce any corroborative material that can substantiate the complaint.
- e) Thereafter, the person accused of the alleged sexual harassment will be called for a meeting with the Committee. The letter addressed to him/her will mention the fact that a complaint has been lodged against him/her. During the meeting the complaint will be related to the accused in detail, and the accused will be given the opportunity to provide his/her view of the situation.
- f) After having heard both parties, the Committee will conduct an enquiry into the evidence provided by both parties. The enquiry may include meetings with witnesses, consultation with experts and any other activities required to establish a balanced view of the case.
- g) In case the complaint registered by the complainant is found to be frivolous or false, the complainant will be liable to punishment.

6. Procedure for enquiry

- a) The Committee will proceed with the enquiry without delay and inform both complainant and accused of their intent to do so. The committee will record the proceedings of the enquiry, and the attendance of all parties present at any of the meetings.
- b) The Committee will provide the accused with a copy of the statement of allegation made by the complainant as per (Annexure I), and provide the accused with an opportunity to submit a written response, should he/she so desire, within 15 days of receipt of the statement.
- c) The complainant will be provided with a copy of the written response submitted by the accused.
- d) If the complainant or the accused want to call on witnesses, they must write to the Committee with the names and contact details of those witnesses, after which the Chairperson of the Committee will call the witnesses.
- e) If the complainant wishes to provide any documentary evidence, he/she must supply true copies of those documents to the Chairperson of the Committee. Similarly, if the accused wishes to tender any documentary evidence, he/she will be requested to provide true copies of those documents to the Complaints Committee. To ensure that the documents are considered as true copies, parties will be required to sign the documents submitted.
- f) The Committee will provide every reasonable opportunity to the complainant and to the accused to put forward, and defend their respective cases.
- g) The Committee will complete the enquiry as soon as is reasonably possible, and communicate its findings and its recommendations for disciplinary action, if any, to the Plant HR In charge.

h) The Committee shall maintain a register to endorse the complaint received. The details are to be recorded and maintained as per Annexure – 3, Annexure-4 of this policy.

7. Escalation procedure

a) The Plant Level Committee for the Prevention of Sexual Harassment will do its utmost to ensure a fair and transparent process. However, should the complainant be of the opinion that the PLC-PoSH has been negligent in the way it applied the resolution process, or ignored important pieces of evidence; he/she is free to escalate the case to the Chairperson of the Corporate Committee for the Prevention of Sexual Harassment.

b) The CC-PoSH will follow the same process of enquiry and resolution, including hearing of complainant and accused. It will consider carefully the positions taken by the Plant Level Committee for the Prevention of Sexual Harassment, and the grievance against the verdict by the complainant, after which it will form a recommendation, which it will communicate to the Chairman (Managing Director of the SZCL Corporate).

8. Protection against victimization

SZCL has an obligation to ensure that a person who lodges a complaint in good faith and without malice is protected, and will not allow a person raising a concern to be victimized for doing so. In the unfortunate event where, despite the best of precautions, the complainant would be victimized, SZCL will treat this as a serious matter and take disciplinary action against the perpetrator.

9. Obligation of the management

SZCL's management will provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

10. Third Party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, SZCL will take all steps necessary and reasonable to assist the affected employee in terms of support and preventive action.

11. Annual report

The CC-PoSH will prepare an annual report at the end of each financial year, giving a full account of the activities of the Plant Level and Corporate level Committees during the year gone by, and provide a copy of this report to the Managing Director of SZCL. A copy of the report will also be sent to the Ministry of Human Resource Development.

12. Deviations

- Any deviations to this policy require approval from the Managing Director of SZCL.
- Management reserves the right to modify or terminate this policy without prior notice.

13. Preventive Steps:

PLC-PoSH 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 quarterly 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 PLC-PoSH committee will be prominently displayed in all the Offices / Projects.

Enquiry Form No: PLC-PoSH/EF/_____

ANNEXURE – 1

ENQUIRY FORM

To

A complaint of Sexual Harassment (Complaint Number: PLC-PoSH/xxx) has been lodged against you by Mr. / Ms. _____ on _____.

The complaint refers to the following incidents that allegedly took place between both parties where the details are as following

S. No	Nature of Incident	Date & Time of Incident	Location
1			
2			

PLC-PoSH Committee is at present examining the complaint(s).
The Committee would like to meet you on _____ (Date) at _____ (Time) in the _____ (mention the venue).
You are requested to attend the Enquiry without fail and meet the Committee to present your version with respect to the Complaint. If you desire to call any witness(es) the same may be communicated to PLC-PoSH Committee within 1 day of receiving this communication.

For any change in the time or date of your appointment with the Committee, please contact undersigned.

Yours truly,

Member – PLC-PoSH Committee

Date:

Encl: Copy of the Complaint along with Proof(s)

Action Taken Form No: PLC-PoSH /ATF/ _____

ANNEXURE - 2
ACTION TAKEN FORM
(To be initiated by HR Department)

To
Mr. / Ms. _____

Basing on the complaint lodged by Mr. / Ms. _____ on Sexual Harassment (Pl. refer Form No: PLC-PoSH/EF/xxxx) and the subsequent detailed enquiry conducted by PLC-PoSH Committee it has been proved that the allegations are true. Basing on the recommendations of the committee the following disciplinary action is initiated against you

You are requested to abide the decision of the Committee and shall act accordingly.

Yours truly,

Member – PLC- PoSH Committee
Date:

DECLARATION
RECEIPT AND ACKNOWLEDGEMENT FOR POLICY
ON
ANTI SEXUAL HARASSMENT

I acknowledge that I have received a copy of the Anti-Sexual Harassment Employee handbook.

I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the handbook.

I understand that the provisions of this handbook and aware that the Committee reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion and shall provide information of changes as they occur.

I am committed to abide by the policy and to act in a Professional manner that will respect the dignity of Colleagues & Visitors.

(Signature of Employee)

Date: _____ (dd /mm / yy)

Place: _____

ANNEXURE – 3**PLC-PoSH - COMPLAINT REGISTER**

S No	Nature of Complaint	Name & Department of the Complainant	Name & Department of the Defendant	Date & Time of receiving the Complaint	Details of Evidences provided	Enquiry Form Number (PLC-PoSH /EF/xxx)
1						
2						
3						
4						

ANNEXURE – 4**PLC- PoSH –ENQUIRY PROCESS DETAILS**

S No	Enquiry Form No	Nature of Complaint	Date & Time of Complaint	Remarks	Date of Enquiry	Recommendations by <u>PLC-PoSH</u> Committee	Action initiated by HR Department
1							
2							
3							
4							