

SEXUAL HARASSMENT AT THE WORKPLACE (PREVENTION AND REDRESSAL)

OBJECTIVE

It is the endeavour of the **Pudumjee Group** of Organizations to ensure a safe, secure and congenial work environment where employees will deliver their best without any inhibition, threat or fear. In pursuance of this objective, the **Pudumjee Group** has evolved a “ **Sexual Harassment at the Workplace (Prevention and Redressal) Policy**”

The approach adopted by the **Pudumjee Group** is to spread awareness about the causes and consequences of sexual harassment at workplace and thereby prevent any occurrences. In the event of such an occurrence, the Group would use this Policy to provide the framework for action.

Since Thacker And Company Limited forms part of the Pudumjee Group of Organizations, the following policy and approach as adopted by the Pudumjee Group, is applicable to employees of Thacker And Company Limited.

Sexual Harassment at Workplace (Prevention and Redressal) Policy

Sexual harassment in the work place has been defined as “ unwelcome ” sexually determined behaviour (whether directly or by implication) It includes any or all of the following: -

- Physical contact and advances.
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal conduct of a sexual nature.

It is the duty of the Organization to prevent or deter acts of sexual harassment and if they take place, to provide procedure for resolution, encourage counseling, settlement or prosecution of acts of sexual harassment.

- Where the conduct of the employee would constitute an offence under the Indian Penal Code or any other Law, the **Pudumjee Group** shall initiate legal action.
- Where the conduct would in addition to an offence under Law, constitute misconduct under the rules or regulations of the Organization, **Pudumjee Group** shall initiate disciplinary action against him/her.

The Concerns of employees can be reported without fear of reprisal or retaliation. Any allegations of sexual harassment will be investigated quickly and discreetly, and disciplinary action initiated as described in this policy. To the extent possible, the

identity of the complainant, the victim, witnesses and the alleged harasser will be protected against unnecessary disclosure. All efforts will be made to ensure that proceedings remain confidential.

REDRESSAL MECHANISM

If an employee experiences or witnesses sexual harassment in the work place, she/he should report to the Redressal Committee through one of the following channel.

- 1) The employee can verbally inform any Redressal Committee Member, followed by a written statement.
- 2) The employee can write to the Redressal Committee formed for this purpose.
- 3) The employee can inform the immediate Supervisor followed by a written statement..

Any Complaint received by the Committee shall be immediately reported to the Directors.

In addition to any incidents that took place in the **Pudumjee Group** workplace, employees will be assisted in dealing with third party harassment.

If you are being harassed

- 1) Tell the accused that his/her behaviour is unwelcome and ask him/ her to stop.
- 2) File a complaint as soon as possible. If, after asking the accused to stop his/her behaviour, the harassment continues, report the above to the Redressal Committee formed for this purpose.

REDRESSAL COMMITTEE

The Committee shall consist of following employees of Pudumjee Group:-

S.No.	Name	Designation
01.	Mrs.Lata Sunil –Sr.Manager– Purchase	Chairperson
02.	Miss Saziya Parveen –Jr.Officer– R& D	Member
03.	Mr.V.S.Pagar -Dy.General Manager – (Personnel & HRD)	Member
04.	Mr.K.B.Desai- Manager (Per.& I.R.)	Member

In the event of a complaint being received, the Committee shall meet within 10 working days to resolve the issue. Confidentiality will be strictly maintained by all parties concerned.

The Committee shall investigate the issue immediately and prepare a report at the end of the investigation. For the purpose of investigation, the Committee is entitled to elicit all forms of evidence, including access to written communication, witnesses and previous records. All employees (including the Owners / Directors / Governing Board

Members) will co-operate with the Committee in this regard. Both the complainant and the accused will be given the opportunity to present their views to the Committee and all Principles of natural justice shall be followed. The final report with timelines will be presented to the Head of the specific Organization where the accused is employed, with copies to the Head of the Organization where the complainant is working, in the event of this being different. A copy will also be submitted to the Governing Boards of the **Pudumjee Group** Organizations. The Committee should submit the report not later than three months from the receipt of the complaint.

DISCIPLINARY ACTION

Disciplinary action will be initiated by the Head of the Organization (where the accused is working), based on the recommendations of the Committee, within 10 working days of the receipt of Committee Report.

If the employee is found guilty of Sexual Harassment as defined in the policy, any of the following actions, as recommended by the Committee, can be initiated:-

- 1) Censure.
- 2) Official written warning which will be entered in the service record of the employee/ perpetrator.
- 3) Transfer of the perpetrator.
- 4) Termination of employment of the perpetrator.
- 5) Criminal proceedings will be initiated if warranted.

In the event the Committee finds that the complaint is false, it will recommend further action. This may be to determine if the false complaint was mal-intended or frivolous. Based on the findings thereof, any or all of the above actions can be taken against the employee making such a complaint.

COMPLAINTS MADE WITH A MALICIOUS INTENT

This Policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with a motive of maligning the concerned individual/ tarnishing his/her image in the Company and to settle personal/ professional scores, strict action will be taken against the complainant. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various Laws being in force from time to time.

Arun Kumar Jatia
Director.