

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

1.0 POLICY

1.1 **ROX HI-TECH LIMITED** is committed to provide equal opportunity and a harassment free working environment not withstanding race, caste, religion, colour, ancestry, marital Status, gender, sexual orientation, age, nationality, ethnic origin or disability, as the case may be, thus in order to create such a safe and conducive work environment. All employees of the company are expected to uphold the highest standards of ethical conduct at the workplace and in all their interactions with business stakeholders. This means that employees have a responsibility to

- Treat each other with dignity and respect
- Refrain from any unwelcome behaviour that has sexual connotation (of sexual nature)
- Refrain from creating hostile atmosphere at workplace via sexual harassment
- Report sexual harassment experienced and/or witnessed to appropriate authorities and abide by the complaint handling procedure of the company.

1.2 This policy has been framed, in line with the provisions of “**Sexual Harassment of women at Workplace (prevention and Redressal) Act 2013**” of India and existing rules framed thereunder namely the **Sexual Harassment of women at Workplace (Prevention and Redressal) Rules 2013**

2.0 SCOPE AND EFFECTIVE DATE

2.1 This policy provides protection against sexual harassment at the workplace and the prevention and Redressal of complaints of sexual harassment and matters related to it.

2.2 This Policy extends to all employees of the Company and including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, for any incidents taking place during or beyond working hours.

3.0 DEFINITIONS:

- i. **Sexual Harassment:** “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), but not limited to:
 - a. Any unwelcome sexually determined behaviour, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed namely:
 - Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit.
 - Physical contact and advances including (but not limited to) touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtones, molestation.
 - Teasing, Voyeurism, innuendos and taunts with implicit sexual connotation, physical confinement and /or touching against one’s will.
 - Demand or request for sexual favours.
 - Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body.
 - Display of pictures, signs with sexual nature/ connotation/ overtones in the work area and work-related areas.
 - Showing pornography, making or posting vulgar/ indecent/ sexual pranks, teasing, jokes, demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS, gestures etc.
 - Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person
 - Giving gifts or leaving objects that are sexually explicit
 - Eve teasing, innuendos and taunts, physical confinement against one’s will or any such act likely to intrude upon one’s privacy; Persistent watching, following, contacting of a person
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature, and;
 - Behaviour that is discriminatory towards or excludes a person on the grounds of his or her sex.

- b. The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour amount to sexual harassment:
- Implied or explicit promise of preferential treatment in employment;
 - The implied or explicit threat of detrimental treatment in employment;
 - The implied or explicit threat about the present or future employment status;
 - Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
 - Humiliating treatment is likely to affect health or safety.
- ii. **Third Party Harassment:** As per the Supreme Court guidelines, Third Party Harassment occurs as a result of an act or omission by any third party or outsider. In this case, the employer & person in charge will take necessary and reasonable steps to assist the aggrieved individual in terms of support and preventive action.
- iii. **Aggrieved Individual:** any person who has been a victim of Sexual harassment caused by employee (of any nature), visitors of the company during the course of his/her employment.
- iv. **Work place:** Workplace means Premises, locations, establishments, enterprises, institutions, offices, branches or units established, subsidiaries which are controlled by the Company. Places visited by the Employee arising out of or during employment including official events, accommodation, and transportation provided by the employer for undertaking a journey.
- v. **Employee:** Employee means a person employed at the workplace, for any work on a 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 called by any other such name.

- vi. **Employer:** Employer means a person responsible for management, supervision, and control of the workplace including individuals responsible for Appointment and Termination of employees which will include Directors of the company.
- vii. **Complaint:** a report made to the Internal Complaints Committee of the company either by the aggrieved person themselves or by any representative of them when the aggrieved individual is unable to make the complaint on account of his/her physical or mental incapacity or death or otherwise alleging sexual harassment faced by them.
- viii. **Internal Complaints Committee:** a committee constituted to deal with any complaints with regard to Sexual Harassments faced by employees of the company consisting the employees and external members of the company.
- ix. **Respondent:** Respondent means a person against whom a complaint of sexual harassment has been made by the aggrieved woman under this policy.

4.0 COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE (ICC):

4.1 To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, Internal Complaints Committees (ICC) has been constituted. **The ICC shall comprise of the following members mentioned below:**

Ms. Hema L	AVP – Finance & Compliance	Presiding Officer
Headquarters:		
Ms. P. Julie Caroline	Associate Manager - HR	Member
Mr. Bharanidharan	Technical head	Member
Mrs. Thenmozhi	Company Secretary	Member

Ms. Sumathi	Business Manager	Member
Corporate Office:		
Agna Daicy	AVP – Digital Transformation	Member
Diksha Ponvel	Talent Acquisition	Member
Raja Manikandan	Technical Manager	Member
External member:		
Dr. J. Damen Queen	Professional	External member

4.2 A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Presiding Officer, at least two members, one of whom shall be a lady.

4.3 The committee will be responsible for:

- Receiving complaints of sexual harassment at the workplace.
- Initiating and conducting an inquiry as per the established procedure.
- Submitting findings and recommendations of inquiries.
- Coordinating with the employer in implementing appropriate action.
- Maintaining strict confidentiality throughout the process as per established guidelines.
- Submitting annual reports on any case relating to harassment of at the workplace.
- To prevent instances of sexual harassment and to receive and effectively deal with complaints.
- Creating awareness among employees about this policy.

5.0 REDRESSAL PROCESS

5.1 Lodging of Complaint:

1. An aggrieved person may submit a complaint in writing (either in person or electronically) of the alleged incident to either their reporting manager or directly to any member of the Internal Committee within a period of 3 months from the date of incident.

2. The complaint can also be made through the company's office (Email id: ethics@rox-hitech.com or Helpline No – 9150002654.
3. The Internal 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 within the period.
4. If the Aggrieved Individual is unable to make a complaint on account of his/her physical / mental incapacity or death, a complaint may be made through her representative.
5. The complaint if made to the respective department heads shall be forwarded to the presiding officer of the ICC within 3 (Three) days from the date of receipt of the complaint.
6. The complaint shall contain all relevant details of the alleged act of Sexual Harassment including the dates and events of the incident, and any material evidence if any.

5.2 Receiving a Complaint:

The following points are to be kept in mind by the receiver of the complaint:

1. To assure that the complaints are listened to and the complainant is informed that the Company takes the concerns seriously. Complainant is informed that these concerns will be reported to the appropriate committee and follow up will be done speedily.
2. Situations are not to be pre-judged. Written notes are to be taken while listening to the person. When taking notes, complainant's own words, where possible, are to be used accurately. Clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.
3. 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.
4. The complainant is advised that although the process is confidential, the respondent needs to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.

5.3 Conciliation: Once the complaint is received, before initiating the inquiry, the committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved person. There shall be no further enquiry conducted in case the complaint is conciliated. Conciliation shall not involve any monetary settlement.

5.4 Inquiry: In cases where settlement is not feasible or could not be arrived at through conciliation, the IC shall initiate a formal Inquiry based on the complaint.

- The IC within 7 working days of receiving the complaint shall forward one copy thereof to the respondent for obtaining a response.
- The respondent shall within 10 days from the date of receiving the complaint copy, file a reply with supporting evidence if any.
- Both the parties shall be heard with prior intimation by giving reasonable opportunity and principles of natural justice shall be followed.
- If the Complainant or the person against whom complaint is made desires any witness/ es to be called, they shall communicate in writing to the Committee the names of witness/ es whom they propose to call.
- If the Complainant or Respondent desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.
- The Committee shall call upon all witnesses mentioned by both the parties. The Committee shall provide every reasonable opportunity to the Complainant and the Respondent to submit any corroborative material with a documentary proof, oral or written material, etc., for putting forward and defending their respective case.
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- If either party fails to present themselves for three consecutive hearings without sufficient cause, the Internal Committee shall have the right to proceed with the inquiry ex-parte and pass appropriate recommendations based on the available evidence.
- The Inquiry process shall be concluded within a maximum period of 90 days from the date of receipt of the complaint.
- Where sexual harassment occurs as a result of an act by any third party or outsider, the company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and also assist the aggrieved person to file a criminal

complaint against the accused person.

- The IC shall within 10 days from the date of completion of inquiry, provide a report of its findings and recommendations based on the depositions, evidence and witness statements.
- The company shall within 10 days from the date of receipt of the IC's Report take necessary actions as deem fit.

5.5 In the event, the complaint does not fall under the purview of Sexual or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

5.6 Interim Relief:

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

- Transfer the complainant or the respondent to any other workplace.
- Grant leave to the aggrieved individual of maximum 3 months, in addition to the leave he/she would be otherwise entitled.
- Prevent the respondent from assessing complainant's work performance.
- Grant such other relief as may be appropriate.

5.7 Malicious Allegations:

If the IC is of the reasoning that an allegation made by the complainant is malicious / if any individual or employee has made the complaint knowing it to be false/ forged/ misleading / deceptive, the ICC shall forward the issue to the Company to take any necessary and suitable action against the complainant who has made such malicious complaint, in accordance with the appropriate provisions as applicable under law. The malicious intent of the complainant has to be proved and established by the means of an inquiry process, only then such complaint, if found to be malicious can be escalated to the Company.

5.8 Penal Consequences of Sexual Harassment:

5.8.1 The employee, against whom the allegation of sexual harassment is proved, becomes liable for any of the following actions:

- Demand for a written letter of apology.
- Warning letter / memo reprimand or censure.
- Withdrawal / withholding of promotion.
- Withdrawing the pay rise or increment.
- Termination from Company's services.
- Undergoing counselling session(s)

5.8.2 Any other action as per the Company's Service Rules or as the Management may deem appropriate. In case the Committee finds the degree of offence is coverable under Bharatiya Nyaya Sanhita (BNS), then this fact shall be mentioned in its report and appropriate action shall be initiated by the employer, for making a Police Complaint. Under the Bharatiya Nyaya Sanhita (BNS), Section 75 which deals with Sexual Harassment has made this a 'cognizable offense' i.e. a person charged with Sexual Harassment may be arrested without a warrant.

6.0 Confidentiality:

6.1 This policy and the law prohibit any person including IC Members from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity of the aggrieved person, respondent or witness, any information relating to the inquiry process or the report/recommendations made by the ICC. Any violation thereto, shall be subject to disciplinary proceedings.

7.0 Appeal:

7.1 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, within 90 days of the recommendations being communicated.

8.0 Modification:

8.1 The Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding will be intimated to the employee.

9.0 Strategy for Awareness & Communication of Policy:

9.1 Awareness sessions are to be organized to:

- i. Formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and Redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against employees.
- ii. Carry out orientation programs and seminars for the Members of the IC.
- iii. Declare the names and contact details of all the Members of the IC.

9.2 Policy affirmation: All employees shall be required to sign this policy as prescribed here under. This policy will be attached with the Employment Contract of all new staff.

9.3 Orientation and training of all employees at the earliest on the Policy on Sexual Harassment at Workplace (Prevention and Redressal).

9.4 The Committee will meet twice a year to review the situation, plan awareness programs, and discuss related issues.

9.5 Reporting Managers will be responsible for ensuring a harassment-free and congenial environment of mutual trust among employees. This function will be part of their responsibility and they will be trained to handle such issues.

10.0 CONCLUSION:

10.1 In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.