

SIPL	QUALITY MANAGEMENT SYSTEM PROCESS	HRD/PRO/02
	SEXUAL HARASSMENT	Rev. No: 00
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**1. Objective:** To establish process to avoid sexual harassment at workplace in the company premises provide mechanism for redressal in case of complaint of sexual harassment at the workplace etc.

**2. Scope:** The policy shall be applicable to all the employees employed at the workplace for any work on regular, temporary, 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 expressed or implied and includes a co-worker, a contract worker, Probationer, trainee, apprentice or called by any other such name.

**3. Responsibility:** Chairman of Committee is responsible to ensure the implementation of the activities mentioned in this process.

**4. Abbreviation:**

POSH                      Prevention of sexual harassment  
MR                         Management representative  
ICC                         Internal Complaint committee

**5. Procedure:**

S No	Activity	Responsibility	Reference
5.1	The employer shall ensure a documented procedure for Sexual harassment. A Formal Sexual Harassment Committee will be formed by the written order of Managing Director at company level.	Managing Director	
5.2	The woman employee for that matter, may make, in writing, a complaint of sexual harassment at the workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident to ICC .  The Complaint committee team member will facilitate the aggrieved women in writing of the complaint,  List of documents & witnesses and thereafter forward the same To Chair man of Committee. The woman from filing a complaint within and is unable to make a complaint on account of her physical In-capacity, a complaint may be filed by i.her relative or friend; ii. her co- worker; iii. an officer of the Committee iv. any person who has knowledge of the incident, with the written consent of the aggrieved woman.	Grievance Information  Team Member	F01/HRD/PRO/01

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5.3	<p><b>Manner &amp; Enquiry of Complaint:</b></p> <p>1. The Complainant shall submit 01 copy of complaints with ICC supporting documents if available with witnesses.</p> <p>2. The Committee, (a minimum of three members including the chairperson), in conducting The enquiry, while inquiring the complaint referred to it, will call upon both the parties Separately, listen, look at proof (if any), and verify CCTV also shall be given an opportunity of being heard.</p> <p>6. ICC shall have the right to terminate the respondent fails, without sufficient cause.</p> <p>3. The Internal Complaints Committee will protect the identity of all individuals involved during the process, identity and the address of the aggrieved woman, action taken by the Disciplinary Authority and all these information shall not be communicated or made known to the public, press and media in any manner. Disciplinary Authority shall raise a penalty from him.</p> <p>4. At the end of the inquiry, the Committee shall prepare a report of findings on the complaint</p> <p>5. In case the Internal Complaints Committee on conclusion of the enquiry finds that the Allegation was wrong. The inquiry shall be completed by ICC within a period of ninety days of receiving the complaint.</p>	Committee	
5.4	<p><b>RELIEF:</b></p> <p>On completion of inquiry:</p> <p>A. If the allegation has not been proved, ICC shall recommend to the Disciplinary Authority that no action is required to be taken in the matter.</p> <p>B. If the allegation against the respondent has been proved, the committee shall recommend. to the Disciplinary Authority of the respondent: -</p> <ul style="list-style-type: none"> <li>- Actions in accordance with mis-conduct.as under.</li> <li>- To deduct, notwithstanding anything in the service rules applicable, from the salary or</li> </ul>		
5.5	<p><b>DUTIES OF THE EMPLOYER UNDER THIS ACT</b></p> <p>The legislation also provides certain duties to Employer including providing safe working. environment at the workplace, organizing workshops and awareness programme, assistance. to the woman in filing a complaint in relation to the offence under Indian Penal Code etc.</p>		

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5.6	<b>OTHER COMPLIANCES</b>	<p>The Internal Committee shall in each calendar year prepare, in the prescribed form and time, an annual report and submit the same to the GM operation. The report shall have the following details:</p> <ol style="list-style-type: none"> <li>1. Number of Complaints of sexual harassment received in the year;</li> <li>2. Number of Complaints disposed off in the year;</li> <li>3. Number of cases pending for more than 90 days;</li> <li>4. Number of workshops or awareness programme against the sexual harassment carried out;</li> <li>5. Nature of action taken by the Disciplinary Authority.</li> </ol>		
5.7	A Calendar shall be made for the meeting of the posh committee on the half yearly Basis. Discussion shall be reviewed in the MRM.	Head HR	F02/HRD/PRO/02	

**6. Inputs & Outputs:**

From	Input Description	Output Description	To
Incident Report	Investigation report	Action Taken	

**7. Monitoring & Measurements:**

Description	Measurable	Frequency	Acceptance Criteria	Reference
Number of Complaints of sexual harassment received in the year;	No of days taken to clear	Monthly	2 Working days	
Number of Complaints disposed off.	Nos	Monthly	No pending	
Number of workshops or awareness programme against the sexual harassment carried. out.	Plan Vs Actual	Monthly	100%	
Nature of action taken by the Disciplinary Authority.		Monthly	Immediate	

**8. Reference:**

Document No.	Document Name
F01/HRD/PRO/01	Grievance Information sheet
F02/HRD/PRO/02	Calendar for POSH meeting

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