

Shri Jagdamba Polymers Limited



SEXUAL HARASSMENT POLICY

OBJECTIVE:

- Committed to create equal employment opportunity and to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.
- The Company believes that all employees of the Company have the right to be treated with dignity.
- Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.
- The Supreme Court has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment.

SCOPE AND APPLICABILITY:

- This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.
- “Employee” means any person on the Payroll of the Company including those on deputation, contract, temporary, part time or working as consultants.
- Sexual harassment would mean and include any of the following:
 - ❖ Unwelcome sexual advances, requests or demand for sexual favors’, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
 - ❖ Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored 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;
 - ❖ Eve-teasing, innuendos and taunts, physical confinement against one’s will and likely to intrude upon one’s privacy;
 - ❖ Act or conduct by a person in authority which creates the environment at workplace hostile or 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;
 - ❖ Any unwelcome gesture by an employee having sexual overtones.

INTERNAL COMPLAINT REDRESSAL COMMITTEE:

A Committee has been constituted by the Management to consider and to redress complaints of Sexual Harassment. The Presiding Officer and Members of the Committee will consist as follows:

- Presiding Officer – Female Employee (Sr. Level)
- Members – 2 staff members (Half of members to be women)
- External Member – Female Member from NGO

CONCERNED ETHICS OFFICERS AT LOCATIONS – MEMBER:

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 female.

REDRESSAL PROCESS:

- Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 30 days of occurrence of incident.
- The Committee will maintain a register or computerized record 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.
- The Committee will hold a meeting with the Complainant within 5 days of the receipt of the complaint, but no later than a week in any case.