

# H S INDIA LIMITED

## SEXUAL HARASSMENT POLICY

### **1. Introduction:**

The H S INDIA LIMITED is an equal employment opportunity company and is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company have the right to be treated with dignity. Sexual harassment is violation of the code of conduct which can result in a change of misconduct. This policy aim at providing a work environment that is free from sexual harassment for all employees. This includes the protection, as far as possible, from the respected harassment by non-employee at working environment. It is criminal offence, which can result in criminal charges being instituted.

The Supreme Court has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment.

### **2. Definition :**

Sexual Harassment can be broadly defined as any unwanted and welcome comments or behavior, with sexual overtone that have negative effect on the dignity of other persons in the workplace.

### **3. Purpose:**

This policy provides appropriate procedure to deal with Sexual Harassment and prevent its recurrence.

### **4. Scope:**

The policy is applicable to all employees (females and males) and also to third parties associated with Company. The third party with respect to the Company would include the visitors. An Anti Sexual Harassment committee will be formed by the Management, which will undertake preventive action as well as it will act as a grievance redressal body where complaints of sexual harassment at the work place will be contemplated. The committee will have representation of the members from across all staff cadres.

The operational definitions of the following terms will be considered by the committee while dealing with these complaints.

### **5. Action that Constitute Sexual Harassment:**

Actions that constitute Sexual Harassment may include, but are not limited to:

- a) Remarks with sexual overtones;
- b) Insinuations about a person's sexual activities, sexual orientation or personal life;
- c) Suggestive comments about a person's appearance or body;
- d) Unwanted physical contact, ranging from less violent (e.g. Patting) to violent sexual assault such as rape;
- e) Indecent gestures;
- f) Improper exposure;
- g) Direct or subtle sexual proposals;
- h) Persistent pressure for social contact, e.g. "dates"
- i) Communication such as letters, literature, e-mails or telephone calls of a sexual nature;
- j) Managers and/or Supervisors subject subordinates to Sexual Harassment in an explicit or implicit way as a condition of employment, for example, subjecting persons to such behavior

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in order that the subordinate may secure employment, receive increases and ensure promotions; and

- k) The hostile environment situation: whereby an employee interferes with another employee's work performance or creates an intimidating or unpleasant work environment through sexual harassment.

## **6. Procedure and Redress the Grievances:**

Complaints of Sexual Harassment must be reported in writing to the Internal Compliant Committee of a unit. The Internal Compliant Committee has constituted by the Management.

All reports of Sexual Harassment must be treated seriously and sympathetically and investigations must be effected immediately, thoroughly and with greatest confidentiality. Anonymous complaints will be disregarded. Once investigations are complete and it has been established that the complainant has a case, the alleged harasser and offender must be dealt with in terms of the disciplinary procedure, either formal or informal, depending on the nature and circumstances of the misconduct.

## **7. Responsibility for Compliance:**

All officials of the department are responsible for ensuring that they do not make themselves guilty of any form of Sexual Harassment, or allow such conduct.