



# HIND COMMERCE LTD.

307, Arun Chambers, Tardeo Road, Mumbai – 400034. Tel. : 022-40500100 Fax: 022-40500150  
Website: [www. Hindcommerce.com](http://www.Hindcommerce.com) Email: [investor@hindcommerce.com](mailto:investor@hindcommerce.com)  
CIN: L51900MH1984PLC085440

## **POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORK PLACE**

### **1. Introduction**

Hind Commerce Limited aims at providing equal employment and healthy working environment without fear of prejudice, gender bias and sexual harassment. The Company provides an environment wherein every employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. Any sort of Sexual harassment at work place or other than work place is a grave offence and the Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

The Supreme court has directed Companies to lay down such guidelines and a forum for redressal of grievances in this regard.

### **2. Definition**

- i. “Employee” means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.
- ii. Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature. Sexual Harassment at the workplace includes:
  1. unwelcome sexual advances (verbal, written or physical),
  2. demand or request for sexual favours,
  3. any other type of sexually-oriented conduct,
  4. verbal abuse or ‘joking’ that is sex-oriented,
  5. any conduct that has the purpose or the effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.
- iii. The workplace includes:
  1. All offices or other premises where the Company’s business is conducted.
  2. All company-related activities performed at any other site away from the Company’s premises.
  3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

### **3. Scope and Applicability**

This Policy extends to all employees of the Company in several workplace including permanent management and workmen, temporaries, trainees and employees on contract at their



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workplace or at client sites and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

Sexual harassment would mean and include any of the following:

- i) unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured 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;
- iii) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv) 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;
- v) conduct of such an act at work place or outside in relation to an Employee, or vice versa during the course of employment; and
- vi) any unwelcome gesture by an employee having sexual overtones
- vii) The following circumstances, among other circumstances, if it occurs or in present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment :
  - a) Implied or explicit promise of preferential treatment in employment; or
  - b) Implied or explicit threat of detrimental treatment in employment; or
  - c) Implied or explicit threat about present or future status of employment
  - d) Interference with work or creating an intimidating or offensive or hostile environment; or
  - e) Humiliating treatment likely to affect health or safety

***All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment***



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## 4. Complaint Redressal Committee

The Company has instituted a Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. Initially, and till further notice, the Complaints Committee will comprise of the following four members out of which at least two members will be of the same gender as that of the complainant:

1. Woman Employee in Senior Management working at the Registered office of the Company (Presiding Officer)
2. Employee at the level of Manager (Member)
3. Head of the Department from where the complaint has originated (Member)
4. Member from an NGO or Lawyer (Member).

The Complaints Committee is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment

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.

## 5. Redressal Process:

- i. 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 10 days of occurrence of incident.
- ii. 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.
- iii. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- iv. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- v. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an “Enquiry” shall be conducted and concluded.
- vi. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- vii. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management. ng various risks associated with the Company.



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## 6. Enquiry Process

- i. The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
- ii. The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- iii. The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- iv. 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.
- v. If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.
- vi. The Committee shall call upon all witnesses mentioned by both the parties.
- vii. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- viii. The Committee shall complete the “Enquiry” within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Managing Director. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- ix. The Managing Director will direct appropriate action in accordance with the recommendation proposed by the Committee.
- x. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

## 7. Other points to be considered

- i. The Committee may recommend to the Managing Director action which may include transfer or any of the other appropriate disciplinary action.
- ii. The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- iii. Where sexual harassment occurs as a result of an act or omission 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.
- iv. The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to Managing Director.
- v. In case the Committee find the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.



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## **8. Confidentiality**

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

## **9. Access to reports and documents**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

## **10. Protection to Complainant / Victim**

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

## **11. Conclusion**

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.