



## PREVENTION OF SEXUAL HARASSMENT POLICY

### OBJECTIVE AND SCOPE

Objective of this policy is to provide protection against Sexual Harassment of women at workplace and for the prevention, prohibition and redressal of complaints of sexual Harassment and for matters connected therewith or incidental thereto.

Anusham Automotive India Pvt Ltd is committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promote a work environment that is conducive to the professional growth of its women employees and encourages equality of opportunity.

The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

The policy is applicable to all employees at Anusham Automotive India Pvt Ltd

### SEXUAL HARASSMENT

Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- Physical Contact and advances; or
- A demand or request for sexual favours or
- Making sexually coloured remarks or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Similarly, the following circumstances, among other, if it occurs or is present in relation to or connected with any act or behavior of Sexual harassment may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or



- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety.

## WORKPLACE

Here workplace includes—

- any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;
- any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial, professional, vocational, educational, entertain mental, industrial, health services or financial activities including production, supply, sale, distribution or service.
- hospitals or nursing homes.
- any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto.
- any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;
- a dwelling place or a house.

## CONSTITUTION OF INTERNAL COMPLIANT COMMITTEE (ICC)

Internal Complaints Committee		
1	Presiding Officer	Mrs.S.Kowsalya
2	Member	Mrs.P.Leela
3	Member	Mr.J.Venkatesh
4	Member	Mr.C.Santhosh Raja
5	External Member	Mrs.Vardhini



## COMPLAINT

- Any aggrieved employee or Woman (Complainant) may make, in writing, a complaint of sexual harassment at workplace to the Internal Compliant Committee (ICC), within a period of 3 months from the date of incident and in case of a series of incidents, within a period of 3 months from the date of last incident.  
ICC may extend the time limit another 3 months, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the said period {under Section 9(1)}.  
All reasonable assistance will be provided to the complainant by one of the members of ICC for making the complaint in writing.
- Where the Complainant is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir may make a complaint.

## CONCILIATION

- The ICC may before initiating an inquiry, at the request of Complainant, take steps to settle the matter between complainant and the respondent through conciliation.
- No monetary settlement shall be made as a basis of conciliation.
- Where a settlement has been arrived, the ICC shall record the settlement so arrived and forward the same to the Business Unit Head (BU Head) to take action as specified in the recommendation.
- The copies of the recommendations to be provided to both Complainant and respondent.

## INQUIRY INTO COMPLAINT

- The ICC shall, where the respondent may or may not be an employee. If a women employee is going out for work related, client place visiting, audit purpose going out or office party or any other. She may be harassed by the outsiders also is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules.
- The ICC shall proceed to make an inquiry into the complaint, if Complainant informs the ICC that any term or condition of the settlement arrived during the conciliation has not be complied with by the respondent.
- Where both the parties are employees, they should be given an opportunity of



being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the committee.

- ICC will have powers in respect of the following matters:
  - Summoning and enforcing the attendance of any person and examining him on oath.
  - Requiring the discovery and production of documents
- The inquiry will be completed within a period of ninety days.
- On the completion of an inquiry, the ICC will submit a report to the Management within a period of 10 days from the date of completion of the inquiry with copy of the report to concerned parties.
- If the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it will recommend the BU Head that no action is required to be taken in the matter.
- If the allegation has been proved, the ICC will recommend to the BU Head
  - To take action for sexual harassment as a misconduct.
  - To deduct from the salary or wages of the respondent appropriate sum to be paid to the Complainant or to her legal heir.
  - BU Head will act within 60 days of such recommendation by the ICC.

## **ACTION DURING PENDENCY OF INQUIRY**

- On a written request made by Complainant, the ICC may recommend to the employer to:
  - Transfer the Complainant or the respondent to any other workplace; or
  - Grant additional leave to the Complainant up to a period of three months
- On the recommendation of the ICC, the BU Head will implement the recommendations made by the ICC and send the report of such implementation to the ICC.

## **PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE**

- Where the ICC arrives at a conclusion that the allegation against the respondent



is malicious or the Complainant or any other person making the complaint has made the complaint knowing it to be false or the Complainant or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action in accordance with the provisions of the service rules applicable to her or him.

- Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
- Malicious intent on part of the complainant shall be established after an inquiry, before any action is recommended.
- Where the ICC arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it will recommend to the BU Head of the witness to take action in accordance with the provision of the service rules.

## **PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE**

- For the purpose of determining the sums to be paid to Complainant, the ICC shall have regard to:

To prevent the inadvertent misuse of the POSH Act, Section 14 penalises any complainant who files a false and malicious complaint. It also penalises any other person who conspires with the complainant and submits false/misleading evidence or documents. The following circumstances may warrant the application of Section 14:

1. Allegation against the respondent is malicious.
2. The complainant has made the complaint knowing it was false.
3. The complainant has produced any forged or misleading documents.

The punishment for a false complaint has been provided for in Section 14 read with Rules 9 and 10 of the POSH Rules, 2013. If any of the above-mentioned circumstances are proved, the Internal Complaints Committee ('ICC')/ Local Complaints Committee ('LCC') may recommend to the employer/district officer to take action against the complainant.

Such action can either be in accordance with the service rules applicable to the complainant, or as provided under Rule 9, which includes a written apology, warning,



reprimand or censure, withholding of promotion, withholding of pay rise or increments, termination from service, undergoing a counseling session, or carrying out community service.

The Company reserves the right to alter, amend or rescind the above policy without any prior notices.

## CONFIDENTIALITY

- The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media.
- Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

## APPEAL

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 and rules, within 90 days of the recommendations being communicated

**Reviewed By**  
**S.Kowsalya**  
**AGM-HR**

**Approved By**  
**D.Prabhu**  
**Managing Director**