

RISHIROOP LIMITED

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

The provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules 2013 have come into force on 9th December 2013. Highlights of the same are reproduced in the Company's Policy for ready reference. The Act and the Rules may be referred to for strict compliance of the various provisions.

Purpose

To provide Protection against sexual harassment of women at workplace and for prevention and redressal of sexual harassment complaints.

What amounts to sexual harassment?

Sexual harassment includes any one or more of the following unwelcome acts of behavior -

- 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;

The following circumstances, may also 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.

Constitution of Internal Complaints Committee (ICC)

Rishiroop Limited shall constitute a Committee to be known as the internal complaints committee.

The internal committee shall consist of the following members:

A presiding officer who shall be a women employed at a senior level at the workplace from amongst the employees

Not less than 2 members from amongst employees preferably committed to the cause of women or who have had experience in social work or legal knowledge

1 member from amongst Non-governmental organizations and associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

Complaint of sexual harassment:

Any aggrieved women employee make in writing a complaint of sexual harassment at workplace to the internal committee within a period of 3 months from the date of incident. Complaint form as per Annexure-I can be used. Complaints can be sent through email on email id - complaints@rishiroop.com

Internal committee to send one copy of the complaint and related documents to the respondent within 7 working days of receipt of complaint.

Respondent to file his reply to ICC along with supporting documents and names and addresses of the witnesses within 10 working days from the date of receipt of documents from Internal committee

Internal committee to make inquiry in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules 2013. However, the internal committee may before initiating an inquiry and at the request of the aggrieved employees take steps to settle the matter between her and the respondent through conciliation.

On completion of inquiry the internal committee shall provide a report of its findings to the Company within a period of 10 days from the date of completion of inquiry and such reports shall be made available to the concerned parties

While conducting inquiry, a minimum of 2 members of Internal Committee including the presiding officer should be present.

Action in the matter:

Where the Internal Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Company that no action is required to be taken in the matter.

Where the internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to take action for sexual harassment as misconduct in accordance with the Company Rules applicable to the respondent

Action on the recommendations of internal committee would be taken within 60 days of the receipt of recommendations.

False Accusations:

If the Internal Complaint Committee comes to a conclusion that the allegation was made with malicious intent or the aggrieved person or any other person making the complaint on behalf of the aggrieved person produced false or forged or misleading documents to prove his/her case, the internal Compliant Committee may recommend disciplinary action to be taken against the person. It is to be noted that this statement is not intended to discourage employees from coming forward with any complaints. Committee recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to raise to the level of seriousness deemed necessary to constitute Sexual Harassment. These types of complaints will not be considered to be false accusations.

Discipline:

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality:

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept as confidential as possible. However, the identity of the complainant is usually revealed to the respondent and witnesses.

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.

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.

Review:

This policy will be reviewed periodically and updated whenever required.

Committee to submit annual report:

The Internal Committee shall in each calendar year prepare an annual report and submit the same to Competent Authority.

The Company shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the organization.

Updated: February 7, 2023

Sub: Complaint related to sexual harassment of women at workplace

1.	Name of the affected women employee	
2.	Designation	
3.	Phone No.	
4.	Date & time of occurrence	
5.	Exact nature of incident, occurrence	
6.	Name of the offender	
7.	Designation	
8.	Other details (in case of unknown offender/ stranger, etc.)	
9.	Name and signature of witness if any	
Date		(Signature of the employee)
		Name: Designation: Contact number: