

POLICY ON PREVENTION OF SEXUAL HARASSMENT

Objective

It is the endeavor of Quality Power Electrical Equipments Limited to ensure a safe, secure and congenial work environment where employees will deliver their best without any inhibition, threat or fear. In pursuance of this objective, the Quality Power Electrical Equipments Limited has evolved a “**Policy on Prevention of Sexual Harassment**”.

The approach adopted by Quality Power Electrical Equipments Limited is to spread awareness about the causes and consequences of sexual harassment at workplace and thereby prevent any occurrences. In the event of such an occurrence, Quality Power Electrical Equipments Limited will use this policy to provide the framework for action.

Commitment

Quality Power Electrical Equipments Limited is committed to treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin and build professional reputation on the merit of services and refrain from competing unfairly with others. Hence, Quality Power Electrical Equipments Limited is committed to provide safe working environment for women free from sexual harassment by employees.

Definitions

- “**Aggrieved Person**” shall mean a person in relation to work place whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent;
- “**Company**” shall mean Quality Power Electrical Equipments Limited;
- “**Employee**” shall mean a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

"Sexual Harassment"

includes one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. physical contact and advances; or
- ii. a demand or request for sexual favours; or
- iii. making sexually coloured remarks; or
- iv. showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets, or sayings; or
- v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

Sexual Harassment Prevention Committee/Internal Complaints Committee

A Sexual Harassment Prevention Committee (SHPC)/Internal Complaints Committee (ICC) will be formed with specific roles & responsibilities consisting of the chairperson, deputy, co-coordinator, representative of the management (one of them will be from HR department) and regular members to record, review and investigate all complaints related to sexual harassment or abuse and resolve them appropriately in a lawful manner.

SHPC/ICC will consist of minimum 5 members and will be headed by a woman. Not less than half of its member will be women.

Roles and Responsibilities of SHPC/ICC:

1. Receive / hear the complaints in verbal or written from employees, visitors and employees on duty outside the factory related to any unwelcome sexual behavior or abuse.
2. Investigate the incidence and prepare the investigation report signed by chairperson or deputy as per guidelines mentioned in Redressed Mechanism.
3. Submit the report to the management for further appropriate action.
4. Create awareness among the employees as under:
 - Ensure that **"Policy on Prevention of Sexual Harassment"** is communicated to all employees across the organization.
 - Collect information on sexual harassment from the newspapers, magazines, books, studies, internet, etc. and discuss this in monthly meeting.

Redressal Mechanisms:

Launch of Complaint:

If an employee experiences or witnesses sexual harassment in the workplace, she/he should report to the SHPC/ICC through one of the following channels.

1. The employee can verbally inform any Committee member, followed by a written Statement.
2. The employee can write to the Committee on a confidential mail ID created for the purpose [●] (Chairperson)
3. The employee can inform the HOD.

Role of SHPC/ICC on receipt of Complaint:

In the event of a complaint being received, the Committee shall meet within 3 working days to resolve the issue. Confidentiality will be strictly maintained by all parties concerned.

The Committee shall investigate the issue immediately and prepare a report at the end of the investigation. For the purpose of investigation, the Committee is entitled to elicit all forms of evidence, including access to written communication, witnesses and previous records. All employees (including the owners / Directors / Governing Board members) will co-operate with the Committee in this regard. Both the complainant and the accused will be given the opportunity to present their views to the Committee and all principles of natural justice shall be followed. The final report with timelines will be presented to the Director. The Committee should submit the report no later than one month from the receipt of the complaint.

Disciplinary action:

Disciplinary action will be initiated by the Factory Head, based on the recommendations of the Committee, within 6 working days of the receipt of the Committee report. If the employee is found guilty of Sexual Harassment as defined in the policy, any of the following actions, as recommended by the Committee, can be initiated:

1. Censure
2. Official written warning which will be entered in the service record of the employee.
3. Termination of employment
4. Criminal proceedings will be initiated if warranted

In the event the Committee finds that the complaint is false, it will recommend further action.

This may be to determine if the false complaint was mal-intended or frivolous. Based on the findings thereof, any or all of the above actions can be taken against the employee making such a complaint.

Strategy for Communication of Policy:

1. Display of the Policy & Procedure in local language.
2. Brief new joining employees in Induction programme.
3. Orientation and Training to all employees on Sexual harassment at workplace.
4. Conduct annual awareness programme.

Enforcement of Policy:

Policy provides “Zero Tolerance” approach against Sexual Harassment.

Any complaint of sexual harassment will be taken seriously and all sexual harassment charges will be investigated quickly, thoroughly and professionally. Accurate records of the investigation and finding will be maintained. Committee will make sure employees who bring charges do not face any retaliation as well as will ensure confidentiality and time bound response to complaints. The committee will also take immediate action when sexual harassment is reported or suspected.

SHPC/ ICC members:

Constitution of Sexual Harassment Prevention Committee/Internal Complaints Committee in compliance to the Supreme Court decision and direction given, the Management is pleased to constitute a committee towards Prevention of Sexual Harassment in our office. The committee shall consist of the below members: **[D&D Note – Company to insert details of the committee, wherein more than one half of total members so nominated shall be woman]**

Sr. No.	Post of Committee Members	Employee Name	Mobile Number	E-mail id
1	Presiding Officer (Woman)	[•]	[•]	[•]
2	Member	[•]	[•]	[•]
3	Member	[•]	[•]	[•]
4	Member	[•]	[•]	[•]
5	Member	[•]	[•]	[•]
6	External Member	[•]	[•]	[•]

Appeal:

Any party aggrieved by the decision of the SHPC/ICC and/or the Management, may prefer an appeal to the appellate authority, court or tribunal, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act, within 90 days of the recommendations being communicated.

False/Frivolous Complaint:

In case the complaint is found to be false/frivolous or that evidences are forged/false, after the inquiry, the Complainant or the person providing false evidence, if deemed fit, be liable for appropriate disciplinary action.

