



## **ANTI-SEXUAL HARASSMENT POLICY**

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## 1. POLICY STATEMENT

As a Company, we are committed to conducting and governing ourselves with ethics, transparency and accountability and to this, we have developed governance structures, practices and procedures that ensure that ethical conduct at all levels is encouraged across our value chain. It is thus in credit of and consonance with these values that we are keen to ensure that the work environment at all our locations is conducive to fair, safe and harmonious relations, based on mutual trust and respect, between all the associates of the Company. We also strive to guarantee a safe and friendly atmosphere to all those who visit any of our locations in any capacity, such as customers, vendors etc. Discrimination and harassment of any type is strictly prohibited. We wish to promote and maintain this culture to guarantee that associates of the Company do not engage in practices that are abusive in any form or manner whatsoever.

The Company aims to provide a safe working environment and prohibits any form of sexual harassment. Hence any act of sexual harassment or related retaliation against or by any associate is unacceptable. This policy therefore, intends to forbid such occurrences and also details procedures to follow when an associate believes that a violation of the policy has happened within the ambit of all applicable regulations regarding Sexual Harassment.

Making an untrue complaint of sexual harassment or providing false information concerning a complaint will also be treated as a violation of policy.

Violation of this policy will call for strict disciplinary action up to and including termination.

## 2. ACRONYMS

Term/ Acronym	Explanation
HR	Human Resources
NGO	Non-Governmental Organization
RM	Reporting Manager
HRC	Harassment Redressal Committee

## 3. APPLICABILITY

This policy will extend to all associates of the Company including those employed on contractual

basis. The policy also extends to those who are not associates of the Company, such as customers, visitors etc., but are subjected to sexual harassment at the Premises (defined hereinafter) of the Company.

#### **4. SCOPE**

The scope of the Policy is restricted to the following for all associates:

- i. Business/ client locations of the Company
- ii. Any external location visited by associates due to or during the course of their employment with the Company such as business locations of other Companies/entities, guest houses etc.
- iii. any mode of transport provided by the Company (or a representative of the Company) for undertaking a journey to and from the aforementioned locations

Without any prejudice to the rights of an associate in relation to the above the scope includes, any complaint raised specifically by an associate of the Company due to being subjected to any act of sexual harassment by another associate of the Company

- i. at any location, including but not limited to the private residences of the aggrieved associate;  
or
- ii. in any mode of transport

#### **5. DEFINITIONS**

**“Sexual harassment”** includes any uninvited sexually determined conduct (direct or implied) such as physical contact and advances, unwelcome communications or invitations, demand or request for sexual favors, sexually cultured remarks, showing pornography, creating a hostile work environment and any other unwelcome “sexually determined behavior” (physical, verbal or non-verbal conduct) of a sexual nature.

**“Sexual Harassment”** would also mean:

- i. Quid pro quo sexual harassment, which means something in return or an exchange of one thing for another.
  - In the workplace, quid pro quo sexual harassment takes place if sexual favors are asked in exchange for any kind of special treatment on the job. Threatening an associate if he/she does not consent to such sexual advances or favors also amounts to sexual harassment. The act of ‘asking’ may either be verbal or implied and the ‘sexual conduct’ may be verbal or physical. But, in either case, it must be unwelcome

- For e.g.: Direct or implied requests or offers by any associate for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

ii. Hostile work environment includes

- Hostile environment sexual harassment occurs when either speech or conduct of a sexual nature takes place, and is seen or perceived as offensive and interferes with the work performance of the recipient, or any one or more associates
- Hostile environment sexual harassment may also include intimidating or harassing conduct that is directed at an individual, or a group of individuals
- It will also mean related retaliation which includes marginalizing someone in the workplace with regard to his / her roles and responsibilities, socially ostracizing, intimidating someone physically, psychologically, and emotionally or someone close to or related to the victim

This is only an indicative list of the possible acts which could be treated as sexual harassment and is in no way intended to be construed as an exhaustive list.

In countries where local laws / regulations have clearly defined 'sexual harassment' and procedure to address any complaint relating to it, the interpretation of 'sexual harassment' & the investigation procedure shall be guided in accordance with the local laws / regulations as applicable.

## **6. PREVENTION ACTION**

The Company will take judicial steps to ensure prevention of sexual harassment at work which may include circulating applicable policies and other relevant information to all associates, including to all new joiner's.

## **7. REDRESSAL COMMITTEE**

The Company will have a centralized redressal committee with a representation across Husys locations, to specifically address any complaints of sexual harassment. The Committee will be designated by the appropriate functional Head HR and would be headed by a woman associate. Not less than half of the members would be women and the committee would also comprise a member from a NGO. While the centrally nominated members and the NGO representative will review all cases of sexual harassment reported within the Company, on case to case basis, respective unit HR representatives would also be involved. In addition to handling complaints of sexual harassment, the committees will also co-ordinate preventive activities to create a sexual harassment free atmosphere via:

- Common Info mailers
- Floating Articles on the same, from time to time

The Chairperson and every Member of the Committee shall hold office for a period not exceeding three years, from the date of their nomination.

The committee members, unit HR representatives and reporting managers will be provided necessary training inputs to handle such issues effectively and with the required sensitivity and concern.

## **8. PROCEDURE FOR DEALING WITH COMPLAINTS**

### **8.1 FILING OF COMPLAINT**

If any associate believes that (s)/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee or send an email to reach@huys.net.

The committee member on receiving a complaint will notify the committee head. The committee head would organize for a meeting within one week of receipt of the complaint for discussing the complaint raised.

Complaints must be brought within 3 months of the incident of Sexual Harassment and within 180 calendar days for Ex-Associates of Husys.

Complaints brought after that time period will not be pursued except in extraordinary circumstances. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the members of the committee.

Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include:

- the circumstances giving rise to the complaint,
- the dates of the alleged occurrences,
- names of witnesses, if any, and
- shall be signed by the Complainant

Complaints made anonymously or by a third party must be investigated to the extent possible.

Where the aggrieved associate is unable to make a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other person as may be prescribed may make a complaint within 3 months of the incident.

If the complaint does not rise to the level of sexual harassment, the Committee may determine to

dismiss the complaint without further investigation after consultation with the members of the Committee.

## **8.2 PROCESS OF ENQUIRY**

- The Committee will ask the complainant to prepare a detailed statement of incidents/allegations. The statement of allegations will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the Committee within the given time.
- The statements and other evidence obtained in the inquiry process will be considered confidential.
- The Committee will conduct verbal hearings with the complainant and the accused.
- The Committee will take testimonies of other relevant persons and assess the evidence wherever necessary. The committee should confirm that due care is taken to avoid any retaliation against the witnesses.
- During the inquiry process, the complainant and the accused would be expected to abstain from any form of threat, coercion or influencing of witnesses.
- The committee will conduct inquiry in accordance with the practices of natural justice, i.e. the Complainant will be offered to the accused for cross-examination and vice versa.
- The Committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The Committee will ensure confidentiality during the inquiry process and will ensure that in the course of inspecting a complaint:
  - (i) Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents;
  - (ii) Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. In this regard the committee will also have the discretion to make appropriate interim recommendations in relation to an accused person (pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.
- The investigation into a complaint will be piloted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

- The committee will investigate and prepare an enquiry report with recommendations within 4 weeks.

### **8.3 DECISIONS AND ACTIONS**

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; rapid, remedial action will be taken. The unit HR representative will share the investigation details and the findings thereof with the appropriate functional Head HR and agree on the applicable disciplinary action. This may include some or all of the following:

- Restore any lost terms, conditions or benefits of employment to the complainant.
- Discipline the accused. This discipline can include demotion, suspension, and termination.

The disciplinary action will be carried out by the concerned HR department. Such disciplinary action may even include transfer, demotion or termination. All related documents will be maintained in the associate's folder, warranting confidentiality.

This anti-sexual harassment policy shall not, however, be used to raise malicious complaints. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action which may include demotion, suspension or termination will be taken against the person raising the complaint.

The Chairperson will share the details of all complaints received and redressed with the Corporate Ombudsman on a quarterly basis.

As per the "Provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, "The employer shall include in its report the number of cases filed, if any, and their disposal under this act in the Annual report of the company or where no such report is required to be prepared, intimate such number of cases, if any, to the district officer."

The Company encourages its clients/partners to have a commitment to a sexual harassment free working atmosphere within their Companies. The Company may play a helping role in redressal of complaints of sexual harassment in such circumstances.

The policy will be implemented and reviewed by the HR department. The Company reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

## **9. ANNEXURES**

### **9.1 ANNEXURE I – RESPONSIBILITY OF ASSOCIATES**

The below is only an indicative list of basic Do's and Don'ts and is in no way intended to be construed as an exhaustive list.

## **Do's**

- Know Husys's Anti-Sexual Harassment Policy.
- Be aware of inappropriate behaviors and avoid the same.
- Say "NO" if asked to go to places, do things or participate in situations that make you uncomfortable.
- Trust your instincts. Walk away from uncomfortable situations.
- Say "NO" to offensive behavior as soon as it occurs.
- Refrain from taking discriminatory actions or decisions which are contrary to the spirit of this policy.
- Maintain confidentiality regarding any aspect of an inquiry to which they may be party to.

## **Don'ts**

### **Verbal harassment:**

- Sexually suggestive comments or comments on physical attributes.
- Offensive language that insults or demeans a colleague, using terms of endearment.
- Singing or humming vulgar songs.
- Requests for sexual favours, sexual advances, coerced acts of a sexual nature.
- Requests for dates or repeated pressure for social contact.
- Discussing sexual activities, sexual prowess or intruding on the privacy of an associates.
- Sexually colored propositions, insults or threats.

### **Nonverbal harassment:**

- Offensive gestures, staring, leering or whistling with the intention to discomfort another.
- Even if not directly done to a particular individual, uttering a word, making a gesture or exhibiting any object with the intention that such word, gesture, or object be heard or seen by associates.
- Sounds, gestures, display of offensive books, pictures, cartoons, magazines, calendars or derogatory written materials at one's workplace.
- Showing or mailing pornographic posters, Internet sites, cartoons, drawings.
- Suggestive letters, phone calls, SMS, electronic instant messaging or e-mail messages.

### **Physical harassment:**

- Physical contact or advances.



- Intentional touching of the body, e.g. Hugs, kisses, brushing, fondling, pinching etc., that make others uncomfortable.
- Any displays of affection that make others uncomfortable or are inappropriate at the workplace.

## **9.2 ANNEXURE II – GUIDELINES FOR REDRESSAL COMMITTEE**

### **Role of the Committee:**

- Review the complainant's complaint in a fair and objective manner
- Help the complainant and the accused find a way of solving the problem
- Determine the facts of the case with the individuals concerned and the witnesses, if any, and prepare a report with the findings
- Be bound in the principle of natural justice and be unbiased in their evaluation.

### **Conciliation:**

- The Committee before initiating an inquiry, at the request of the complainant should take steps to settle the matter between the complainant and the accused through conciliation provided that no monetary settlement shall be made as a basis of conciliation
- Where a settlement has been arrived the Committee shall record the settlement so arrived and forward the same to the Head HR – Frameworks to take action as specified in the recommendation.
- The Committee shall provide the copies of the settlement as recorded to the complainant and the accused.
- Where a settlement is arrived no further inquiry shall be conducted by the Committee.

**Procedure for dealing with complaints:** *Refer to clause 8.2 on Process of Enquiry as stated above.*

### **General Instructions:**

- Any information relating to conciliation and inquiry proceedings, recommendations of the Committee and the action taken shall not be published, communicated or made known to the public, press /media in any manner.
- Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken, contravenes, he/she shall be liable for action as per the company's disciplinary policy

**Committee Members:**

1. **Presiding Officer:** Ms. Saritha Pandurangi
2. **Member:** Ms. Sally Kollian
3. **Member:** Ms. Geeta Goti
4. **Secretary:** Ms. Harshita Jain