

# **GSB FINANCE LIMITED**

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## **POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

## **1. PREFACE**

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter to be referred as “the Act”). Accordingly, this Policy covers all the key aspects of the Act and rules framed thereunder. However, for any clarification, the respective provisions of the Act and rules shall prevail over this Policy.

## **2. OBJECTIVE**

The objective of this policy is to provide a work environment that ensures every employee is treated with dignity and respect and affords equitable treatment. The Company is also committed to promoting a work environment that is conducive to the professional growth of every employee 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.

## **3. APPLICABILITY**

This Policy applies to all the employees and trainees (whether in the office premises or outside while on duty) of all the group companies in India. Where sexual harassment occurs to an employee as a result of an act by a third party or outsider while on official duty, the Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action. The Workplace includes all the offices and other premises where Company’s business operations are conducted.

## **4. WHAT IS SEXUAL HARASSMENT?**

Harassment of an employee consisting of any unwelcome sexually determined behavior, whether directly, indirectly, by any in charge of the management or a co-employee either individually or in association with other persons, whether by means of words, gestures or actions.

Sexual Harassment shall include but not limit to any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- Physical Contact & Sexual advances
- Demand or request for sexual favors
- Sexually- colored remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.

Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his other objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

## **5. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT**

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.

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

- i. Refusing to participate in any activity which constitutes harassment.
- ii. Supporting the person to reject unwelcome behaviour.
- iii. Acting as a witness if the person being harassed decides to lodge a complaint.

## **6. COMPLAINT MECHANISM**

An appropriate complaint mechanism in the form of “Complaints Committee” has been created in the Company for time - bound redressal of the complaint made by the victim.

The Company shall constitute an Internal Complaints Committee for Redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Committee shall be responsible for:

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

## **7. LODGING OF COMPLAINT**

The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace. If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent:

- Legal heir, relative or friend
- Co-worker
- Any person having the knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

## **8. GRIEVANCE REDRESSAL - INFORMAL MECHANISM**

Once the complaint is received, before initiating the inquiry, the committee may take steps to conciliate the complaint between the complainant and the respondent, only if requested by the aggrieved woman.

It is made clear to all parties that conciliation in itself doesn't necessarily mean acceptance of complaint by the respondent. It is a practical mechanism through which issues are resolved or misunderstandings cleared.

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint.
- ensure that the alleged harasser understands the complaints mechanism.
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant or refer the matter to a designated mediator within the company to resolve the matter.
- ensure that a confidential record is kept.
- ensure that the resolution is provided within 7 days of the complaint being made.

## **9. GRIEVANCE REDRESSAL – FORMAL MECHANISM**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

- I. It is the obligation of all employees to report sexual harassment experienced by them personally. A concerned co-worker may also inform the Complaints Committee of any instance or behavior of sexual harassment by a co- worker towards another employee.
- II. The concerned employee / complainant shall give his complaint in writing to any of the committee member giving details of the incident within a week of its occurrence.
- III. Once the complaint is received, it will be kept strictly confidential.
- IV. The person accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated. The Committee shall ensure that a fair and just investigation is undertaken immediately.
- V. Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.

- VI. The Chairperson after studying the report & discussion with the Committee members shall submit her recommendation to the Executive Director within 10 days of completing the inquiry.
- VII. The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will be disciplined accordingly. The implementation of the recommendation of Internal Complaint Committee by Executive Director should be done within 30 days of receipt of such recommendation.

## **10. DISCIPLINARY ACTION**

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Such action may include one or more of the following:

- Written apology
- Warning
- Transfer
- Withholding of Promotion
- Withholding of pay rise or increments
- Suspension
- Terminating the respondent from service

This action shall be in addition to any legal recourse sought by the complainant.

## **11. 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 any investigatory process to the extent practicable and appropriate under the circumstances. All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

## **12. 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.

### **13. ACCESS TO THE REPORTS AND DOCUMENTS**

All records of complaint, 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.

### **14. SCOPE & LIMITATION**

In any circumstance where the terms of this policy differ from the provisions of any existing or newly enacted law/ Rules / Regulation / Standard governing the Company, the provisions of latter shall take precedence over this policy until such time such policy is changed to conform to such law / Rule / Regulation / Standard.

### **15. AMENDMENT**

The Board may subject to applicable laws amend any provision(s) or substitute any of the provisions(s) with the new provisions(s), or replace this policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the provisions of any applicable law for the time being in force.

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