

EARTHOOD SERVICES LIMITED

(Formerly known as Earthood Services Private Limited)

POLICY ON PREVENTION OF SEXUAL HARASSMENT

2.4. Sexual harassment would mean and include any of the following (in addition to the meaning provided under section 2 (n) of the Act):

- (a) unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- (b) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals' sensibilities and affect her/his performance;
- (c) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- (d) act or conduct by a person in authority which creates an environment at the workplace that is hostile or intimidating to a person belonging to the other sex;
- (e) conduct of such an act at workplace or outside in relation to stakeholders of the Company, or vice versa during the course of employment; and
- (f) any unwelcome gesture having sexual overtones.

2.5. "Workplace" includes:

- (a) All offices or other premises where the Company's business is conducted.
- (b) All company-related activities performed at any other site away from the Company's premises.
- (c) Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

3. INTERNAL COMPLAINTS COMMITTEE:

3.1. A Complaints Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Managing Director may constitute such other committees as may be required for the purposes of the Act at the various locations of the Company.

3.2. Initially, and till further notice, the Complaints Committee will comprise of the following members:

- (a) Presiding Officer who shall be a woman employed at a senior level at workplace amongst the employees.
- (b) At least two members from amongst employees preferably committed to the cause of woman or who have had experience in social work or have legal knowledge.
- (c) One member from amongst NGO or associations committed to cause of woman or any professional or a person familiar with the issues relating to sexual harassment.

Out of the aforesaid members at least two members will be of the same gender as that of the Complainant, subject to at least one-half of the total members so nominated being women.

5. ENQUIRY PROCESS:

- 5.1. The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
- 5.2. The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- 5.3. The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- 5.4. If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.
- 5.5. If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply originals/copies of such documents. Similarly, if the person against whom complaint is made, desires to tender any documents in evidence before the Committee he / she shall supply originals/copies of such documents. Both shall affix his / her signature on the respective documents to certify these them.
- 5.6. The Committee shall call upon all witnesses mentioned by both the parties.
- 5.7. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective cases.
- 5.8. The Committee shall complete the enquiry within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the General Manager – HR. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- 5.9. The General Manager HR will direct appropriate action in accordance with the recommendation proposed by the Committee. The disciplinary action shall be commensurate with the nature of the gravity of the offence and shall include without limitation – Warning, written apology from offender, bond of good behavior, transfer, debarring from supervisory duties, denial of employee benefits like increments/promotion/salary correction, etc., cancellation of specific work Assignment, suspension, dismissal.
- 5.10. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

6. OTHER POINTS TO BE CONSIDERED:

- 6.1. The Committee may recommend to the General Manager – HR action which may include transfer or any of the other appropriate disciplinary actions.
- 6.2. The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- 6.3. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Complaint Form

Details of Aggrieved Individual				
Name	Designation	Division & Department	Contact Numbers	Office Address
Details of Complainant (In case the Complainant is not the Aggrieved Individual)				
Name	Relationship with Aggrieved Individual	Contact Numbers	Office Address	
Details of Individual alleged to have engaged in sexual harassment				
Name	Designation	Division & Department	Contact Numbers	Office Address
Details of the incidents				
Nature/Description of Incident	Date of incident	Time of incident	Place of incident	Name & contact details of witnesses, if available
Has a report regarding these incidents been filed with any other agency? Yes _____ No _____				
If yes, then with whom? _____				
Additional information and comments if any _____				
Signature of Aggrieved Individual: Date: _____				
Signature of Complainant: Date: _____				



Redress Form

Date	
Name of Aggrieved Party	
Name of Respondent	
Complaint	
Action Initiated	
Investigation Report	
ICC Decision	
Signatures Date	

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