

# PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY

REVENT METALCAST LIMITED

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## 1. POLICY STATEMENT & OBJECTIVE

It is our endeavor to keep our workplace at Revent Metalcast Limited ("Company") safe, transparent, and friendly for people to work in. Understanding employees and giving them the confidence that their workplace is fair, transparent, and safe has been our core philosophy.

The Supreme Court has directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment. This policy has been framed in accordance with the provisions of "The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder. Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and its subsequent amendments, and the provisions of the Act shall prevail.

## 2. SCOPE AND APPLICABILITY

This scope of this policy would extend to all the locations of the Company. The defined locations under this clause will be together referred to as "Premise".

- any of the business locations of the Company; or
- any external location visited by an Employee due to or during employment with the Company, such as business locations of other organizations/entities, guest houses, hotels etc.; or
- any mode of transport provided by the Company (or a representative of the Company) to an Employee for undertaking a journey to and from the locations mentioned above.

This policy is applicable to:

1. All personnel, who are employed with the Company including but not limited to permanent, contractual or temporary employees ("Employee");
2. All personnel, who visit the Premises of the Company for any purpose, such as customers, visitors etc. ("Aggrieved Person")

## 3. ROLE AND RESPONSIBILITIES

**3.1 Responsibilities of each Individual:** It is the responsibility of all to respect the rights of others and to never encourage harassment. This can be done by:

- a. Refusing to participate in any activity which constitutes harassment
- b. Supporting the person to reject unwelcome behavior
- c. Acting as a witness if the person being harassed decides to lodge a complaint

All are encouraged to advise others of behavior that is unwelcome. Often, some behaviors are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behavior.

**3.2 Responsibilities of Managers, HODs and Business Unit Heads:** All managers, HODs and Business Unit Heads across all locations of the Company must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated; those complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

## 4. DEFINITIONS

1. Sexual harassment may occur not only where a person uses sexual behavior to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a Revent Metalcast Limited employee and someone that employee deals within the course of his/her work who is not employed by the Company. "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

a) Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:

- a. Physical contact and advances.
- b. Demand or request for sexual favors.
- c. Sexually colored remarks or remarks of a sexual nature about a person's clothing body.
- d. Showing pornography, making, or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.
- e. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes.
- f. Giving gifts or leaving objects that are sexually suggestive.
- g. Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy.
- h. Persistent watching, following, contacting of a person; and
- i. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature
- j. Sharing any sexually colored content over mediums like WhatsApp, Emails

b) The following circumstances if it occurs or is present in relation to any sexually determined act or behavior amount to sexual harassment:

- a) Implied or explicit promise of preferential treatment in employment.
- b) Implied or explicit threat of detrimental treatment in employment.
- c) Implied or explicit threat about the present or future employment status.
- d) Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- e) Humiliating treatment likely to affect her health or safety.

The reasonable person standard is used to determine whether the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the people but on the experience of the aggrieved woman.

**2. Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

**3. Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman

**4. Employee:** A person employed at the 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 coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

**5. Workplace:** In addition to the place of work [Head office / Branch offices, Factories] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during and/or arising out of employment/ contract/ engagement with Revent Metalcast Limited, including transportation provided for undertaking such a journey.

**6. Employer:** A person responsible for management, supervision, and control of the workplace

## 5. REDRESSAL OF COMPLAINTS – PROCESS AND PROCEDURE

The Company has established the following process to ensure that any incidence and complaints of sexual harassment is dealt with appropriately, sensitively, and confidentially in a fair and transparent manner.

In compliance with the Act, if the complaints warrant formal intervention, the complainant needs to lodge a written complaint with the Internal Committee, which shall follow a formal redressal mechanism as described in this policy. In case of a verbal complaint, the complaint will be reduced in writing by the person receiving the complaint and signature of the complaint will be obtained thereon.

**i) THE INTERNAL COMMITTEE FOR PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT RELATED ISSUES**

The "Internal Committee" ("Committee" or "IC") constituted by the Board of Director for the Company. The IC shall ensure that all the complaints are addressed by the Committee. The Head of HR along with the Compliance Officer of Revent Metalcast Limited will assist the Committee in discharge of its responsibilities,

The constitution of the Committee will be as per the provisions of the Act. The Company will announce the names and contact details of the members of this Committee for all the employees and display the same in places easily accessible to employees and visitors, alike. These are also to be brought out in Annexure I to this policy. Annexure I would be amended as and when the Committee is constituted or re-constituted.

The Committee will be constituted as per the following guidelines at all the locations of the Company:

Member Category	No. of Members	Remarks
Presiding Officer	1	A woman employed at a senior level in the organization or workplace
Employee	2 or more	At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge to be nominated as part of the committee
External Member	1	NGO or Associations committed to the cause of prevention of sexual harassment or familiar with the issues relating to sexual harassment.

**It may be noted that:**

- In case a senior level woman employee is not available, the Presiding Officer can be nominated from either location of Revent Metalcast Limited
- It is mandatory that at least one half of the total members of the Internal Committee so appointed be women members.

The Committee will be responsible for dealing with all complaints of sexual harassment pertaining to any Premise as per procedure prescribed under the Act. In case necessitated by circumstances like conflict of interest, unavailability of members, or sudden spike in number of complaints, the Presiding Officer of the Committee may request the appropriate authority, to reconstitute/reassign members to ensure that the investigation is carried in a fair and just manner.

**ii) PROCESS FOR DEALING WITH INCIDENTS AND COMPLAINTS OF SEXUAL HARRASMENT**

Any Employee or Aggrieved person who experiences sexual harassment at the Premise must file and submit a detailed complaint along with any documentary evidence available or names of witnesses in writing to any of the committee members at the workplace.

The complaint must be lodged within 3 months from the date of incident / last incident. The committee may extend the timelines if there are substantial reasons, justifications or circumstances which have prevented the employee from lodging the complaint.

If the employee cannot make such a complaint in writing, the Presiding Officer or any Member of the IC would render all reasonable assistance to the woman for making the complaint in writing.

It is always advised to not delay in filing the complaint if any such untoward incident happens at the workplace to conduct a thorough investigation and take prompt action.

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.

### **Receiving a Complaint**

Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed, and it requires tact and discretion while receiving the complaint.

The following points are to be kept in mind by the receiver of the complaint:

- The complaint is listened to and the complainant informed that the company takes the concerns seriously.
- Complainant is informed that the concerns raised will be reported to the IC who will take forward action
- Situations must not be prejudged.
- All notes and details of the concern raised are to be kept strictly confidential
- Complainants' agreement is taken to allow proceeding with the matter which involves formal investigation

### **Resolution Procedure through settlement and conciliation**

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

If such settlement is reached, the committee will record the settlement and action will be taken by the company as specified in the recommendation.

Copies of the settlement will also be provided to the employee or aggrieved and the respondent. However, it is to be noted that where a settlement is arrived at, no further inquiry will be made by the committee, unless the terms of the settlement have not been complied with.

The resolution through settlement and conciliation will happen within 3 weeks of receipt of the complaint.

### **Resolution procedure through formal Inquiry**

The Committee shall initiate Inquiry in the following cases:

- No conciliation is requested by aggrieved woman
- Conciliation has not resulted in any settlement
- Complainant informs the committee that any term or condition of the settlement arrived through conciliation has not been complied with by respondent.
- If the aggrieved does not request for a settlement

If the employee or aggrieved person does not request for a settlement on receipt of such a complaint, the committee will immediately arrange to fully investigate all relevant details of the matter.

The committee will ensure that both parties are given reasonable opportunity to be heard by the committee. A copy of the findings shall also be given to both parties to enable them to make representations against the findings before the committee.

Upon receipt of the complaint, the committee sends 1 copy of the complaint to respondent within 7 working days

The inquiry will be completed within 90 days. Further, within 10 days of completion of the inquiry, the committee will formally record the results of the inquiries and forward its recommendation for appropriate action to the concerned officers of the company who will act upon such recommendations of the committee within 60 days.

The Internal Committee shall conduct inquiry into the complaints in accordance with the principles of natural justice.

### **Interim Relief**

During pendency of the inquiry, the complainant may submit written request to the committee for any of the following as an interim measure of relief:

- Transfer of either of the parties to any other workplace; or
- Grant leave to the aggrieved to a maximum period of 3 months in addition to his/her normal leave entitlement
- Prevent respondent from assessment complainants work performance
- Grant such other relief as may be appropriate

The committee will consider the same in the facts and circumstances of the case and decide on the necessity of such relief or interim measures. In event that the committee recommends to the Company any of the above actions, Company shall carry out the same and inform the Committee.

### **Authority of the Committee for conducting the Inquiry**

For the purpose of conducting an inquiry into any complaint received by it from an employee or an aggrieved person, the committee may:

- Summon and enforce the attendance of any person and examine him / her on oath.
- Require the discover and production of documents; and
- Perform or require performance of such other acts which may be prescribed under the act

### **Inquiry procedure**

- a) All proceedings of the inquiry are documented. The committee interviews the respondent separately and impartially.
- b) Committee states exactly what the allegations is and who has made the allegation. The respondent is given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings are prepared which may be shared with the respondent and complaint upon request. Any witness produced by the respondent are also interviewed and statements are taken.
- c) If the complaint or respondent desires to cross examine the witness, the committee shall facilitate the same and records their statements.
- d) In case complainant or respondent seeks to ask questions to the other part, they may give them to the committee which asks them and records the statements of the other party.
- e) Ensure that the Inquiry is completed, including the submission of the inquiry report within 90 Days from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties.

### **Considerations while preparing inquiry report**

While preparing the findings/recommendations reports, the following shall be considered:

- Whether the language used (written or spoken), visual material or physical behavior was of sexual or derogatory nature
- Whether the allegations or events follow logically and reasonably from the evidence
- Credibility of the complainant, respondent, witnesses and evidence
- Other similar facts, evidence for e.g. If there have been any previous accounts of harassment pertaining to the respondent
- Both parties have been given an opportunity of being heard
- A copy of the proceedings were made available to both parties enabling them to make representation against the findings.

A copy of the final findings is shared with the complainant and the respondent to give them an opportunity to make a representation on the findings to the committee.

**Action to be taken after Inquiry**

Post the inquiry, the committee shall submit its report containing the findings and recommendations to the employer, within 10 Days of completion of the inquiry.

The findings and recommendations are reached from the facts established and is recorded accurately.

If the situation requires, or upon request of the complainant, respondent or witness, Management of Revent Metalcast Limited may decide to take interim measures such as transfer, changing of shift, grant or leave etc to protect against victimization or distress during or subsequent to the course of inquiry, pending the final outcome.

**i. Complaint Unsubstantiated**

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

Further, the Committee ensures that both parties understand that the matter has been fully investigated, that the matter is now concluded, and neither will be disadvantaged within the company.

**ii) Complaint Substantiated**

Where the committee arrives at the conclusion that the allegation against the respondent has been proved, it recommends to the employer to take necessary action for sexual harassment as misconduct, in accordance with the applicable service rules and policies, and this may include:

- Counseling
- Censure or reprimand
- Apology to be tendered by respondent.
- Written Warning
- Withholding promotion and/or increments
- Suspension
- Termination
- Or any other action that the management may deem fit.

The employer at Revent shall acts upon the recommendations withing 60 days and confirms to the committee.

Post implementation of the actions, follow up with the complainant occurs to ascertain whether the behavior has in fact stopped, the solution is working satisfactorily and if no victimization or either party is occurring. This follow up is undertaken by the complainants Line Manager supported by HR.

**Malicious Allegations**

Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person making the complaint.

**Confidentiality**

The identity of the complainant, respondent, witnesses, statements, and other evidence obtained in the course of inquiry, process, recommendations of the committee, action taken by the employer is considered as confidential materials and not published or made know to public or media.

Any person contravening the confidentiality clause is subject to disciplinary action as prescribed in the act.

For creating awareness, the company may disseminate information through internal communication after ensuring that the particulars have been so changed that identification of the Aggrieved Person and witness is not possible.

**Appeal (Section 18 of the Act)**

Any person aggrieved from the recommendations made by the IC or non-implementation of such recommendations, may prefer an appeal to the court or tribunal in accordance with provisions of the service rules applicable to the said person, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer to appeal in such manner as may be prescribed, within a period of 90 Days of the recommendations communication.

**Preparation of Annual Report and Compliance Statutes**

The committee will prepare the annual report in accordance with Section 21 of the Act which shall contain the following details:

- a) Number of complaints of sexual harassment received in the year
- b) Number of complaints disposed off during the year
- c) Number of cases pending for more than 90 Days
- d) Number of workshops or awareness sessions against sexual harassment at workplace carried out across the company
- e) Nature of action taken by the concerned officer of the Company.

The Annual report will be submitted to the Ethics Committee of the Revent Group annually.

It will be the duty and responsibility of the HR representative in the Committee to file annual report with the District Officer notified under Section 5 of the Act by the appropriate Government.

**6. POLICY REVIEW**

The HR & Legal team of the company will ensure the fulfilment of the company's responsibilities under the act and shall act as interface between committees and the Company. The responsibilities of the HR and Legal team will be to ensure:

- Review of this policy from time to time to ensure that the same is in line with the law of the land
- Conduct awareness programs and create forums for dialogue to sensitize all employees about the provisions of the act and this policy.
- Support Committee members as per requirements across the inquiry process and ensure upon conclusion of the inquiry, all evidence pertaining to each complaint is documented and preserved in a secure manner to ensure strict confidentiality.
- Provide assistance for filing Annual Reports with respective District Officers.

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**Annexure I - Composition of the Internal Committee**

The Internal Committee, as constituted for corporate office of Revent Metalcast Limited comprises of the following members:

**Internal Committee Corporate – Revent Metalcast Limited\***

S.No.	Name	Role	Designation	Contact Number
1	Jyoti Sharma	Presiding Officer	Company Secretary – Revent Metalcast Limited	+91-9716267602
2	Ravi Shankar Singh	Member	CHRO	+91-7070896804
3	Sanjeeb Mahapatra	Member	General Manager – Legal & Secretarial	+91-9873325099
4	Anju Dhar	Member	EA to CEO and Senior Manager – Business Development	+91-9711102667
5	Advocate Taru Gupta	External Member	External Member	+91-9818989038

\* Each location/unit of Revent Metalcast Limited has a duly constituted Internal Committee (IC), details of which can be obtained by writing to any of the above-mentioned IC member.