

POLICY ON PREVENTION OF SEXUAL HARRASEMENT AT WORKPLACE

**Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013**

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POLICY AGAINST SEXUAL HARRASEMENT AT THE WORKPLACE

This Sexual Harassment at Workplace Policy and Procedures document supersedes all other policies relating to sexual harassment at work. This document is applicable to all employees of Salasar Techno Engineering Ltd. in India.

Objective:

Salasar Techno Engg. Ltd. is committed to provide a safe and conducive working environment to all its employees. Sexual harassment affects the dignity and modesty of all employees. The purpose of this policy is to educate employees on what constitutes sexual harassment, make them aware of the means and methods through which the company intends to prevent such acts of sexual harassment and in the unlikely occurrence of such an event, lay down a mechanism to deal with the occurrence in a fair, just and timely manner.

Introduction:

At **Salasar Techno Engg. Ltd.** all employees are expected to uphold the highest standards of ethical conduct at the workplace and in all their interactions with business stakeholders. This means that employees have a responsibility to:

- Treat each other with dignity and respect
- Follow the letter and spirit of law
- Refrain from any unwelcome behaviour that has sexual connotation (of sexual nature)
- Refrain from creating hostile atmosphere at workplace via sexual harassment
- Report sexual harassment experienced and/or witnessed to appropriate authorities and abide by the complaint handling procedure of the company.

Posh ACT Section 1 - Short title, extent and commencement.

Description

1. This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. It extends to the whole of India.

It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint:

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 there under (hereinafter “the Act”). 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 the provisions of the Act shall prevail. If any aspect relating to sexual harassment not explicitly covered in this policy is provided for by the law, then the law will be applicable. In case of any conflict between the policy and the law, the law will prevail. This policy provides

protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

Scope:

This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees of the Company in India. Local country laws will take precedence over this policy, in other geographies, if applicable.

Any behavior (Physical, Verbal, Written, Graphic, Electronic, Emotional, Psychological or through gestures that offend) which has been defined as inappropriate by the Policy, whether intentional or not which offends the dignity of the person towards whom the behavior is directed by fellow employee(s) Supervisor(s), Customer(s) or Supplier(s) will be considered as Sexual Harassment and shall invite serious disciplinary action.

Sexual Harassment would mean and include (whether direct or by implication) any of the following:

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

- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit
- Physical contact and advances including (but not limited to) touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtones, molestation
- Teasing, Voyeurism, innuendos and taunts with implicit sexual connotation, physical confinement and /or touching against one's will
- Demand or request for sexual favours
- Sexually collared remarks or remarks of a sexual nature about a person's clothing or body
- Display of pictures, signs etc. with sexual nature/ connotation/ overtones in the work area and work-related areas
- Showing pornography, making or posting vulgar / indecent / sexual pranks, teasing, jokes, demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS, gestures etc.
- Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy; Persistent watching, following, contacting of a person; and any other unwelcome physical, verbal or non-verbal conduct of sexual nature

2. The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour 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 health or safety.

An alleged act of sexual harassment committed during or outside of office hours falls under the purview of this policy. 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.

Applicability:

This version of the policy is effective from Date and supersedes all prior policies and communication on this matter.

- All employees of Salasar (including employees on contract and on third party payroll)
- All Customers, Suppliers and contractors of Salasar
- All third parties associated with Salasar or involved in work related activities.
- **The Complainant and Respondent may be a man or woman .**
- The Complainant need not be of opposite sex.
- The respondent can be anyone including the complainant supervisor, agent, contractor, supplier or customer, 33rd party associated with Salasar or any other employee of Prescient
- It may occur at work place or any other place where the employee is engaged in work related activities
- It may occur with Salasar employees deputed to client site
- **Salasar provides equal opportunity to its entire employees without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.**

Salasar Techno Engg Ltd. has a ZERO Tolerance Policy on Harassment

Appropriate punishment shall be given depending on the nature of the violence.

Salasar Techno Engg. Ltd without prejudice to the generality of this obligation would take the following steps:

- (i) Express prohibition of sexual harassment as defined, notified, published, and circulated.
- (ii) Provide appropriate penalties in such policy against any offender.
- (iii) Provide appropriate working conditions to ensure that there is no hostile environment towards women at workplaces and no woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- (iv) Create awareness of the complaint mechanism available for employees by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.
- (v) Allow and encourage employees to raise issues of sexual harassment at appropriate forums, and it shall be affirmatively discussed in employer - employee meetings.

Definition of Sexual Harassment:

Posh ACT Section 2 - Definitions

- **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.
- **Complainant:** Any aggrieved woman who makes a complaint alleging sexual harassment under this policy
- **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman under this policy
- **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 co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- **Special Educator:** A Special Educator means a person trained in communication with people with special needs in a way that addresses their individual differences and needs.
- **Workplace:** Premises, locations, establishments, enterprises, institutions, offices, branches or units established subsidiaries which are controlled by the Company.
Places visited by the Employee arising out of or during the course of employment including official events, accommodation and transportation provided by the employer for undertaking a journey.
- **Employer:** A person responsible for management, supervision and control of the workplace

Redressal Procedure and Mechanism

A) Constitution of Complaint Committee:

Posh ACT Section 4 –

Under Section 4 of the POSH Act at all workplaces with 10 or more employees, the employer must form an Internal Complaints Committee (IC). This is an obligation that must be adhered to by public and private organizations.

Notification: Sec 4 (1)

The formation of the Internal Complaints Committee must be officially notified by an employer through an order in writing and such notification should be validated by the CEO or Board too.
In case there are different offices of the same organization, then the Committee needs to be constituted at every office or unit.

3. Composition: Sec 4(2)

The Committee must consist of the following members:

A Presiding Officer: This must be a senior female employee of the organization.

Two employee members: These employees must be aware and sensitive to gender issues and dedicated to the cause of women or possess some legal knowledge on related matters.

One external member: This should be from an NGO or Association committed to the cause of women and issues related to sexual harassment.

The composition should be such that half of the total members must be women.

b) Committee Members: List

- **Presiding Officer**
- **Employee Member**
- **Employee Member**
- **External Member**

Duties of the Internal Committee

A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti–Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises ‘sexual harassment’ at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee

Posh ACT Section 19 - Duties of employer

Description:

Every employer shall:

- a. provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b. display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under subsection (I) of section 4;
- c. organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed;
- d. provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- e. assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- f. make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- g. provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being 45 of 1860. in force;
- h. Cause to initiate action, under the Indian Penal Code or any other law for the 45 of 1860. time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- i. treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- j. Monitor the timely submission of reports by the Internal Committee.

ROLES & RESPONSIBILITIES

Employees

As a custodian of Salasar Techno Engg. Limited's Values, Code of Conduct and statutory guidelines, employees have the following responsibilities.

- To forward or submit to the IC, any written complaint from any aggrieved individual and to support/ cooperate during any investigation as part of the inquiry process.
- Be aware of and abide by laws applicable to them, their job and the company policies and procedures.

- Be aware of, and do not participate in any prohibited or inappropriate behaviours or activities while representing Salasar Techno Engg. Limited /Company
- Be aware that the Company will take allegations seriously and will ask their cooperation in an investigation if they bring a complaint forward.
- Provide a full and truthful disclosure of relevant information and assist with investigations of alleged policy violations.
- Set an example of proper workplace behaviour and ethical standards in line with Salasar Techno Engg. Ltd. Values and Code of Conduct.

Manager

Manager is a reporting authority or anyone who is responsible for the outcome of work and has a reporting relationship with the complainant in the Company.

Manager has the same responsibilities as the employee, as well as these additional responsibilities as a custodian of the Salasar Techno Engg. Limited's Values Code of Conduct and statutory guidelines. If an employee and/or stakeholder has conveyed about sexual harassment to the manager, it is the responsibility of the manager to encourage the complainant to give it in writing to him/her and the IC.

- Bring the written complaint immediately to the IC, and provide all kinds of support for the further investigations as a part of inquiry process.

The complaint can be filed by the following persons:

- a) The aggrieved woman herself.
- b) In the case of Physical Incapacity: Complainant's Relative, Complainant's Friend, Co-Worker, Officer of NCW (**National Commission for Women**) or SCW (**State Commission for Women**), or any person who has knowledge of the incident with the written consent of the Complainant.
- c) In case of Mental Incapacity: Complainant's Relative, Complainant's Friend, Special Educator, Qualified Psychiatrist/Psychologist, Guardian/ Authority under whose care the complainant is receiving treatment/care or Any person with the knowledge of the incident, jointly with any person mentioned above.
- d) In Case of Complainant's Death: Any person having the knowledge of the incident with the written consent of the Legal heir.

e) In Case of Complainant is unable to file the Complaint about any other reason: By any person who has the knowledge of the incident with the written consent of the Complainant.

1. Six copies of the complaint are to be filed
2. Supporting documents and evidence, details of witnesses
3. Details of the incident
4. Details of respondent

The written complaint should contain a description of each incident(s) & must include:

- Relevant Date/s
- Timing/s & Location/s
- Name of Respondent/s
- The working relationship between the parties

Timeline of the Complaint:

- Submission of Complaint-Within 3 months of the last incident
- Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- Completion of Inquiry-Within 90 days
- Submission of Report-Within 10 days of completion of the inquiry
- Implementation of Recommendations-Within 60 days
- Appeal-Within 90 days of the recommendations

Enquiry Process under Posh Law (Mechanical Redressal Process)

Conciliation (Informal Method)

Posh ACT Section 10 – Conciliation

Section 10 of the Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) talks about the process of conciliation. This refers to the possibility of a settlement between the complainant and the respondent. The internal committee (IC) can initiate conciliation solely at the request of the complainant. The respondent in this situation cannot request for a conciliation to be initiated. The process of conciliation can be requested before the investigation starts. Conciliation under the POSH Act is completed only if the terms of the settlement are mutually agreed upon by both the complainant and the respondent.

Once the conciliation has been agreed upon by both the parties the IC must record the terms of settlement and ensure that the parties have read and agreed to them. The IC must also ensure that the documented terms of conciliation are signed and presented to both the complainant as well as the respondent. Based on the terms of settlement, the IC will give a report with the terms of the settlement and recommendations to employers. These recommendations are binding on the employers and they must follow through with them. The copy of the terms must be given to both parties. An investigation cannot be requested again by the complainant once recommendations have been made on the basis of a conciliation process

Formal Method:

1. Manner and Procedure of inquiry into complaint:

- Complainant should submit the complaint along with supporting documents and the names of the witnesses, if any.
- The Committee will hold a meeting with the Complainant within seven days of receipt of the complaint, but no later than a week in any case.
- At the first meeting, the Committee members shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate her complaint.
- The Committee shall proceed with the enquiry and communicate the same to the Complainant and Respondent.
- Upon receipt of the complaint, the committee will send 1 copy of the complaint to Respondent within 7 working days of receiving the complaint.
- Respondent shall reply with all supporting documents within 10 working days of receiving the copy of the complaint.
- Thereafter, the Respondent may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an inquiry shall be conducted and concluded.
- The Complainant shall be provided with a copy of the written explanation submitted by the Respondent.
- If the Complainant or the respondent desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es that they propose to call.
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee shall provide every reasonable opportunity to the Complainant and the Respondent for putting forward and defending their respective case.
- If either party desires to tender any documents by way of evidence before the Committee, the same is to be supplied as original copies of such documents. Signatures should be affixed on the respective documents to certify these to be original copies.
- No legal practitioner can represent any party at any stage of the inquiry procedure
- The Complaints Committee is to make inquiry into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer are to be present

- The employer shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- 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.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

If the complainant or respondent desires to cross examine any witnesses, the Committee facilitates the same and records the statements. In case complainant or respondent seeks to ask questions to the other party, they may give them to the Committee which asks them and records the statement of the other party. Any such 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 should ensure absolute fairness to all parties.

Powers of the Internal Complaints Committee

Sec 11(3) of the **POSH Act** enumerates the powers of the Internal Complaints Committee. The IC is vested with the powers of a Civil Court under the Civil Procedure Code, 1908 in the following:

- It is entitled to initiate an inquiry into the complaint of a sexual harassment incident at the workplace
- It can summon witnesses and parties before the committee to give a statement
- It can assert its powers and summon evidence to be examined if it is deemed necessary to do so by the Committee
-

Once the inquiry is completed and if the Internal Committee finds the person guilty, it is well within its right to prescribe the following actions:

- a) Initiate action against the culprit in accordance with the service rules of the organization.
- b) In the absence of service rules, it can take actions like a warning, community service,
- c) Withholding promotion, termination, etc.
- d) It can deduct from the salary of the respondent as compensation to be paid to aggrieved women.

2. Interim relief & Compensation:

Posh ACT Section 15 - Determination of compensation

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

- Transfer the complainant or the respondent to any other workplace

- Grant leave to the aggrieved woman of maximum 3 months, in addition to the leave she would be otherwise entitled
- Prevent the respondent from assessing complainant's work performance
- Grant such other relief as may be appropriate once the recommendations of interim relief are implemented, the same is informed to the committee

Power of Internal Complaint Committee in case of Malicious Complaints:

The **POSH Act** has covered this fact and laid down effective guidelines for the Internal Committee to help protect innocent people in such situations.

A false or malicious complaint can easily be filed by a woman just to take revenge or malign the character of a male colleague or undermine his success in work, and at such times it is the duty of the IC to protect the respondent from being unduly targeted.

Once the Internal Committee, after an inquiry, gets conclusive evidence that a complaint had been filed with malicious intent, and that an untrue and fallacious complaint has been filed by a complainant, then it shall recommend action against her.

The POSH Act safeguards the right of an aggrieved woman completely and therefore, specifies that mere inability to provide adequate evidence on the part of the complainant is not sufficient to declare the complaint as being malicious.

Moreover, a complaint is malicious or not and must be determined by the Internal Committee after conducting an inquiry into the complaint.

When can the Committee forward the Complaint to the Police?

The POSH Act has empowered the Internal Committee to forward the complaints to the police under two circumstances:

- The police are duty-bound to registration a sexual harassment case forwarded by the IC within a period of seven days under Section 509 of the Indian Penal Code (2) or other provisions of the criminal law.
- The Committee may also forward the complaint to the police when a settlement is agreed upon between the parties but the respondent fails to comply with the condition(s) of the settlement.

What actions can be taken by the Committee during the pendency of an Inquiry? Posh ACT Section 12

The POSH Act also lays down specific guidelines regarding the pendency of a case.

The Internal Committee, upon receiving a written request, can recommend the following actions during

the inquiry pending to the employer:

- Transfer either the aggrieved or the respondent to any other workplace.
- Grant leave to the aggrieved women up to three months.
- Any other relief as may be prescribed.

After the IC submits the report it is the onus lies on the employer to implement the recommendations of the Internal Committee.

Termination of Inquiry

Committee may terminate the inquiry or give ex-parte decision, if complainant or respondent respectively is absent for 3 consecutive hearings, without sufficient reason. 15 day written notice is to be given to the party, before termination of enquiry or ex-parte order.

Complaint unsubstantiated

Where the committee arrives at the conclusion that the allegation against the respondent has not been proved, it recommends 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.

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:

- Counselling
- Censure or reprimand
- Apology to be tendered by respondent
- Written warning
- Withholding promotion and/or increments
- Reduced Benefits
- Job Transfer
- Reduced wages
- Suspension
- Termination
- Or any other action that the employer may deem fit.

NON-RETALIATION

The company will not accept, support or tolerate retaliation in any form against any employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action.

- Retaliation will be treated as a major misconduct.
- Retaliation against those reporting sexual harassment is prohibited by this policy.

- Retaliation means and includes any hurtful employment action against an individual/s.
- Anyone suspecting or experiencing retaliation should report to the appropriate authorities.
- Anyone feeling that a retaliation complaint did not get a prompt response can contact the Presiding Officer or External Member directly.
- Retaliation cases are treated as seriously as an alleged case of sexual harassment even if the original harassment complaint is not proven.

3. Penal Consequences of Sexual Harassment

In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the employer, for making a Police Complaint. Under the Indian Penal Code, (IPC), the newly introduced Section (S. 354A) which deals with Sexual Harassment has made this a 'cognizable offense' i.e. a person charged with Sexual Harassment may be arrested without a warrant.

4. Malicious Allegations

Posh ACT **Section 14** - Punishment for false or malicious complaint and false evidence.

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.

While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

5. Confidentiality

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

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

6. Posh ACT Section 18 Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act, within 90 days of the recommendations being communicated.

7. Awareness Workshops/ Trainings

Awareness sessions are to be organized to:

Formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women.

- Carry out orientation programs and seminars for the Members of the IC.
- Conduct capacity building and skill building programs for the Members of the IC.
- Declare the names and contact details of all the Members of the IC.
- Use modules developed by the State Governments to conduct workshops and awareness programs for sensitizing the employees with the provisions of the Act.

8. Quarterly Meetings of IC

As per Posh Law the Mandate is to meet whenever a complaint is logged with IC and follow timeline. The Posh Law does not specify the mandate in which IC should meet and afford the IC with flexibility to meet at their convenience. IC members who are on official travel can log in through Audio or Video from around the Globe.

A minimum quorum quarterly meeting is sufficient to conduct the meeting.

9. Legal Compliance

The IC shall in each calendar year prepare, in such format as may be prescribed, an annual report and submit Posh ACT **Section 21** - Committee to submit annual report

Description

The report shall have the following details:

- Number of complaints of Sexual harassment received in the year
- Number of complaints disposed of during the year
- Number of cases pending for more than 90 days
- Number of workshops or awareness program against Sexual Harassment carried out
- Nature of action taken by the employer or District Officer

Posh ACT Section 26 - Penalty for non-compliance with provisions of Act

Description

1. Where the employer fails to-

- a. constitute an Internal Committee under sub-section (1) of section 4;
- b. take action under sections 13, 14 and 22; and
- c. Contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made there under, he shall be punishable with fine which may extend to fifty thousand rupees.

2. if any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to-
 - a. twice the punishment, which might have been imposed on a first conviction, subject to Provided that in case a higher punishment is prescribed under any other law for the time being in force, or the offence the punishment being maximum provided for the same offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment.
 - b. Cancellation, of his license or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

AMENDMENTS

The Company reserves the right to amend the Policy from time to time in order to comply with any laws / rules / regulations that come into effect from time to time, related to Sexual Harassment.

ANNEXURE A

Constitution of Internal Complaints Committee (ICC) at STEL:

Name	Designation	Mobile No	Email ID
Miss. Meenakshi Chaudhary	Presiding Officer	9891783808	meenakshi.chaudhary@salasartechno.com
Miss. Rashmi Chaudhary	External Member	7303693065	Rashmi261207@gmail.com
Miss. Komal	Member	7827734185	Komal.singh@salasartechno.com
Sh. Pramod Kumar Kala	Member	9810300655	Pramod.kala@salasartechno.com
Sh. Mahendar Singh Tyagi	Member	9313967755	mstyagi@salasartechno.com

Chairperson – Miss. Meenakshi Chaudhary

External Member – Miss. Rashmi Chaudhary

Member – Miss. Komal

Member –Sh. Pramod Kumar Kala

Member- Sh. Mahendar Singh Tyagi

ANNEXURE 2

Sections of the Indian Penal Code (IPC) – Sexual Harassment and Punishment for Sexual Harassment

Under the Indian Penal Code, the newly introduced Section (S. 354A) which deals with Sexual Harassment has made this a 'cognizable offense' i.e. a person charged with Sexual Harassment may be arrested without a warrant.

1) A man committing any of the following acts:

- (i) physical contact and advances involving unwelcome and explicit sexual overtures; or
- (ii) a demand or request for sexual favours; or
- (iii) showing pornography against the will of a woman; or
- (iv) making sexually coloured remarks, shall be guilty of the offence of sexual harassment

2) Any man who commits the offence specified in clause (i) or clause (ii) or clause (iii) above, shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine, or with both.

3) Any man who commits the offence specified in clause (iv) above shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.

In addition to Section 354A set out above, acts of Sexual Harassment may also constitute other offenses under IPC including Section 354 (assault or criminal force to woman with intent to outrage her modesty), Section 354C (Voyeurism), Section 354D (Stalking), Section 375 and 376 (Rape) and Section 509 (word, gesture or act intended to insult the modesty of a woman) of the IPC.

Sexual Harassment Complaint Form

[Company Name]

[Company Name] is aware of your complaint, and will begin investigation immediately. We will also do our best to ensure confidentiality, for yourself, as well as anyone else involved in this situation. Only those individuals who need to know any information will have access.

Employee Name: _____

Date: _____

Job Title: _____

Employee Code:: _____

Department: _____

Supervisor: _____

Name(s) of Accused: _____

Job Title(s): _____

Describe your relationship to Accused:

Name of witnesses (if any): _____

Date/Time of incident: _____

Location of incident: _____

Describe the incident:

Have there been similar past incidents involving the accused? _____

I _____ certify that the information I have given on this report is true.

Signature _____

Date _____