

## **PATEL INTEGRATED LOGISTICS LIMITED**

### **POLICY ON PREVENTION OF SEXUAL HARASSMENT:**

#### **1.Objective:**

1.1.To promote a productive work environment;

1.2.To lay down guidelines for prevention of sexual harassment of women at workplace and also to provide and frame the policy for the prevention and redressal of complaints of sexual harassment;

1.3.Patel Integrated Logistics Limited is an equal employment opportunity Company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all the employees of the Company have the right to be treated with dignity. Sexual harassment at the workplace or at a place other than workplace, if involving employees is a grave offence and is, therefore, punishable.

1.4.The Supreme Court of India has also directed the Companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also directs the Management/Employers to lay down the guidelines and a forum for redressal of grievances related to sexual harassment.

#### **2.Scope and Effective Date:**

2.1.This Policy extends to all employees of the Company and is deemed to be incorporated in the employment conditions of all the employees and comes into effect as on July 04, 2014.

2.2.This Policy is applicable to all allegations made against an employee, irrespective of whether sexual harassment is alleged to have taken place within or outside the Company's premises.

#### **3.Definitions and Interpretation:**

3.1.“Board” means Board of Directors of Patel Integrated Logistics Limited.

3.2. "Company" means Patel Integrated Logistics Limited.

3.3. "Director" as defined under section 2(34) of the Companies Act, 2013 means a person appointed to the Board of the Company as the Director under the provisions of Companies Act, 2013 and includes a Whole-time Director and a Managing Director.

3.4. "Employee" means a person employed at a 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 c0-worker, contract worker, probationer, trainee, apprentice or called by any other such name;

3.5. "Employer" means :

3.5.1. In relation to any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that Department, organization, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

3.5.2. In relation to any workplace not covered under 3.5.1, any person responsible for the management, supervision and control of the workplace.

3.5.3. In relation to a workplace covered under 3.5.1 and 3.5.2, the person discharging contractual obligations with respect to his or her employees;

3.6. "Management" includes the person or Board or the Committee responsible for formulation and administration of policies for such organization;

3.7. "Sexual harassment" shall mean as follows:

3.7.1. Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely-

- a. Physical contact and advances; or
- b. A demand or request for sexual favors; or
- c. Making sexually colored remarks; or
- d. Showing pornography; or

- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

3.7.2. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment-

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

#### **4. Complaint Redressal Committee:**

4.1. A Committee has been constituted by the Management to consider and redress the complaints of Sexual Harassment.

4.2. The Complaint Redressal Committee consists of members nominated by the Management as follows:

4.2.1. A Presiding Officer or a Chairperson who is a woman employed at a senior level at workplace from amongst the employees;

4.2.2. Not less than two Members from amongst the employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

4.2.3. One Member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;

4.3. The term of the Members of the Committee is for a period of three years from their date of nomination as the members of the Committee.

## **5.Complaint Procedure:**

5.1.No employee shall be subjected to sexual harassment at any workplace.

5.2.The report or the complaint can be made by any aggrieved women employee, in writing to the Complaint Redressal Committee within a period of 90 days from the date of incident and in case of series of incidents, within a period of 90 days from the date of the last incident.

5.3.All the complaints of harassment will be investigated promptly as per the Investigation Procedure and in an impartial and confidential manner as possible.

5.4.All the other Employees are required to cooperate in any investigation.

## **6.Inquiry and Investigation:**

6.1.The Complaint Redressal Committee shall immediately proceed to make inquiry into the complaint and communicate the same to the Complainant and person against whom the Complaint is made.

6.2.The aggrieved employee and the person against whom the complaint is made shall during the course of inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

6.3.The Committee shall complete its inquiry within a reasonable period of time but not beyond three months and communicate its findings and its recommendations for action to the Management. The Management will direct an appropriate action in accordance with the recommendation proposed by the Committee.

6.4.The Committee would also be governed by the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules prescribed thereunder.

6.5.During the pendency of inquiry the Committee may recommend the Management to transfer the aggrieved employee to any other workplace or grant leave to such aggrieved employee upto a period of 90 days which shall be in addition to the leave, employee is entitled to or grant such other relief as may be considered fit;

6.6.The Management shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

6.7. Where the sexual harassment occurs as a result of an act or omission by any third party or outsider, the Management shall take all steps necessary and reasonable to assist the aggrieved person in terms of support and preventive action.

6.8. In the event, 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 Management, for making a Police Complaint.

## **7. Responsibility of the Management/ Employer:**

7.1. The Management of the Company shall-

7.1.1. Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

7.1.2. Display at any conspicuous place in the workplace, the penal consequences of sexual harassments

7.1.3. Organise workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Complaint Redressal Committee;

7.1.4. Provide necessary facilities to the Complaint Redressal Committee for dealing with the Complaint and conducting an inquiry;

7.1.5. Treat sexual harassment as misconduct under the service rules and initiate an action for such misconduct;

7.1.6. Monitor the timely submission of reports by the Complaint Redressal Committee;

7.1.7. Make provision for training for all personnel wherein, the behavior which are offensive or prohibited are identified and to educate all the employees to respond appropriately to harassing situations. The training for all employees should include:

- a. A statement that the employer condemns harassment of any kind, even if it is not explicitly prohibited by the employer's policy or by law;
- b. The definition of harassment, with particular attention paid to the legal definitions of sexual harassment;
- c. A description of prohibited conduct, as is provided in the Policy;

## **8.Responsibility of the Employee:**

8.1.Any employee who believes that a Supervisor's, Manager's or other employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the Department Head or Personnel Manager.

## **9.Consequences of Violation:**

9.1.Any employee, supervisor, manager who is found to have violated harassment policy will be subject to appropriate disciplinary action, up to and including termination.

9.2.The Company prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the Complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

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