POLICY ON PREVENTION OF SEXUAL HARASSMENT OF EMPLOYEES IN HGS (INDIA) LIMITED

1.0 POLICY

1.1 HGS (INDIA) LIMITED, (HGSI), 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 employees of the company have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

1.2 The Supreme Court has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment. Accordingly, the Govt. of India passed Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and notified rules thereof.

2.0 SCOPE AND EFFECTIVE DATE

2.1 This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect on 01.07.2020.

2.2 Sexual harassment would mean and include any of the following:

i) 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;

ii) 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;

iii) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;

iv) act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;

v) Conduct of such an act at work place or outside in relation to an Employee of HGSI, or vice versa during the course of employment; and

vi) any unwelcome gesture by an employee having sexual overtones

2.3 "Employee" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.

3.0 COMPLAINT REDRESSAL COMMITTEE

3.1 A Committee has been separately constituted for our Head Office at Defence Colony and Factory unit at Manesar, respectively, by the Management to consider and redress complaints of Sexual Harassment.

The Chairman and Members of the Committee of our Factory unit at Manesar are as follows:

Sr.no.	Name of Member	Designation	Contact Details
1.	Mrs. Kanta	Chairperson	Kanttayadav82@gmail.com
2.	Mr. Akhileshwar Rai	Member	arai@hgsindia.com
3.	Mrs. Madhurima Singh	External Member	Pincha66@hotmail.com
4.	Mrs. Anita	Member	Anitapawan04@gmail.com

The Chairman and Members of the Committee of our Head Office at Defence Colonyr are as follows:

Sr.no.	Name of Member	Designation	Contact Details
1.	Mrs. Shruti Gupta	Chairperson	cs@hgsindia.com
2.	Mrs. Madhurima Singh	External Member	Pincha66@hotmail.com
3.	Mr. Uday Aggarwal	Member	uaggarwal@hgsindia.com
4.	Mr. Rajesh Verma	Member	rverma@hgsindia.com

Term of Office 3 Years.

Guideleines:

- ✓ Each office or administrative unit of the Company should have a committee.
- ✓ Atleast 50% of the members of the committee including the chairperson should be women.
- ✓ The term of the committee should not be longer than 3 years.
- ✓ Atleast 50% members of the committee should be employees of the Company.
- ✓ There should be atleast one external member either from an NGO or association committed to cause of women or a person who has expertise on issues related to sexual harassment.

3.2 A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a lady.

4.0 REDRESSAL PROCESS

4.1 Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature or through e-mail within 3 months of occurrence of alleged incident or the date of last incident (in case of a series of incident) .

The Complaint should mention following particulars:

i) Name of the complainant together with his or her contact details;
ii) Name of the alleged harasser (hereafter called the respondent in this policy) and details (including contact details) of the respondent as available with the complainant;
iii) Details of the alleged incident(s) of sexual harassment as may be reasonably necessary to enable the committee to investigate the matter;
iv) Evidence (if any) that the complainant would like to submit in support of his/ her case; and
v) Witnesses (if any) who the complainant would like to produce in support of his/ her case.

If a complainant is unable to make a complaint in writing for any reason, any member of the committee who receives the complaint shall render all reasonable assistance to the complainant to reduce the complaint in writing and obtain the complainant's signature thereon after reading it out to him/ her in language of his/ her preference.
The committee will not investigate anonymous complaints or complaint received from a person other than the person who alleges that he/ she has suffered sexual harassment except if the concerned person is unable to make the complaint in person on account of his/ her physical or mental incapacity, death or any other reason.

4.2 The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

4.3 The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.

4.4 At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.

4.5 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.

4.6 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.

4.7 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

5.0 SETTLEMENT THROUGH CONCILIATION

5.1 Before initiating an enquiry into the complaint, if the complainant so requests, the committee will take steps to settle the matter between the complainant and the respondent through conciliation. If a settlement is arrived at pursuant to the conciliation, no further enquiry shall be conducted by the committee. Instead, the committee will record the settlement; forward the settlement to HR-Head for action as specified and provide a copy of the settlement to both the complainant and the respondent.

5.2 If the complainant does not request a settlement through conciliation, or if no settlement is arrived at pursuant to conciliation, or if the complainant informs the committee that the respondent has not complied with any of the terms or conditions of the settlement arrived at pursuant to conciliation, the complaint of sexual harassment will be investigated by the committee through the following enquiry process.

6.0 ENQUIRY PROCESS

6.1 The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.

6.2 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.
6.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.

6.4 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.

6.5 If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original 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 original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

6.6 The Committee shall call upon all witnesses mentioned by both the parties.

6.7 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 case.

6.8 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 HR Head. 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.

6.9 The HR Head will direct appropriate action in accordance with the recommendation proposed by the Committee.

6.10 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

7.0 OTHER POINTS TO BE CONSIDERED

7.1 The Committee may recommend to the HR Head action which may include transfer or any of the other appropriate disciplinary action.

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

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

7.4 The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to HR Head.

7.5 In case the Committee find 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.

MR. ANIL DASS
MANAGING DIRECTOR