



## Prevention of Sexual Harassment at Workplace (POSH) Policy

Dept : HR Department	Revision Date	16.02.2024
Approved By : CHRO	Revision No.	01

### Introduction:

The Manjushree Technopack Limited, (MTL), 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 workplace or other than workplace if involving employees is a grave offence and is, therefore, punishable.

The Supreme Court has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment.

### Scope and Effective Date:

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 immediately.

### POSH would mean and include any of the following:

- ✓ 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,
- ✓ 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;
- ✓ Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- ✓ 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;
- ✓ Conduct of such an act at work place or outside in relation to an Employee of MTL, or vice a versa during the course of employment; and
- ✓ Any unwelcome gesture by an employee having sexual overtones

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



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### Complaint Redressal Committee

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

#### Committee Members:

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.

#### Redressal Process

- ✓ 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 within 10 days of occurrence of the incident.
- ✓ The Committee will maintain a register to record the complaint received by it and keep the contents confidential, if the complainant so desired, except to use the same for investigation.
- ✓ The Committee will hold a meeting with the Complainant within three days of receipt of the complaint, but not later than a week in any case.
- ✓ 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.
- ✓ Thereafter, the person against whom the complaint is made may be called for a deposition before the Committee and an opportunity shall be given to him /her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
- ✓ 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.
- ✓ In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

#### Enquiry Process:

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- ✓ The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom the complaint is made.
- ✓ The Committee shall prepare and hand over the Statement of Allegation to the person against whom the complaint is made and give him / her opportunity to submit his/her written explanation if she / he so desires within 7 days of receipt of the same.
- ✓ The Complainant shall be provided with a copy of the written explanation received from the person against whom the complaint has been made.
- ✓ If the Complainant or the person against whom a complaint is made if so desires may present his/her witness(s) and the same shall be communicated in writing to the Committee with names of witness(s) whom they propose to call.
- ✓ If the Complainant desires to tender any documents by way of evidence before the Committee, she/he shall submit original copies of such documents before the Committee. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he/she shall submit original copies of such documents. Both shall affix his/her signature on the respective documents to certify these to be original copies.
- ✓ The Committee shall call upon all witnesses mentioned by both the parties.
- ✓ The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom the complaint is made, for putting forward and defending their respective case.
- ✓ The Committee shall complete the “Enquiry” within a reasonable period of time but not exceeding one month and submit its findings to the Management. 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.
- ✓ The Management, after study shall initiate appropriate action in accordance with the recommendation proposed by the Committee.
- ✓ The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted under statute on the subject.

**Salient Points to Be Considered:**

- ✓ The Committee may recommend to the Management suitable action which may even include termination of service if the situation so warrants or any other appropriate disciplinary action depending upon the gravity of the offence.



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- ✓ The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this Policy.
  
- ✓ Wherever sexual harassment can occur as a result of an act or omission by any third party or outsider at MTL premises, the Management shall take all steps necessary to prevent occurrence of such harassments.
- ✓ The Committee shall analyze and put-up report on all complaints on this subject at the end of the year to the Management so as to enable it to analyze and evolve suitable strategy for total prevention of any such harassment.
- ✓ In case the Committee finds the degree of offence attracts the Indian Penal Code, then this fact shall be mentioned in their report and appropriate action shall be initiated by the Management accordingly.
- ✓ Formal Meeting to be Held on once in 03 months along with External Resource Person