



POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH POLICY)

RADHAKRISHNA KURIES LIMITED

Preamble

RADHAKRISHNA KURIES LIMITED is committed to creating a healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company has zero tolerance for sexual harassment and believes that all employees 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 strictly prohibited by the Company.

Objective

The purpose of this policy is to foster a respectful workplace through the prevention and prompt resolution of harassment and make the company a workplace which figures as satisfactory place for Employees to have their genuine concerns being investigated by the management via the Internal Complaint Committee formed for this purpose.

We are committed to giving every employee a fair hearing on issues they encounter at the workplace with special attention to sexual harassment. The company will take very serious disciplinary action against any victimization of the employee who is complaining or the alleged harasser that may result from a complaint

Application

This policy applies to all categories of Employees (as defined below), at their workplace or at client sites. The Company will not tolerate sexual harassment by clients, suppliers, or any other business associates.

The workplace includes:

- a) All offices or other premises where the Company's business is conducted
- b) All company-related activities performed at any other site away from the Company's premises.
- c) Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.
- d) Any place visited by the Employee arising out of during the course of employment including transportation by the Company for undertaking such journey.
- e) Also, all official platforms of communication, including but not limited to emails, official discussions forums, official WhatsApp group/s, and official telephone conversations with internal and/or external stakeholders of the Company will be considered as virtual Workplace for all Employees and the guidelines of this Policy will extend to them as well.

Definition

- a) "**Aggrieved person**" means a person of any age in relation to the workplace whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent.
- b) "**Company**" means **RADHAKRISHNA KURIES LIMITED**
- c) "**Employee**" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wages 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 whether the terms of employment are expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;
- d) "**Employer**" means a person responsible for management, supervision and control of the workplace
- e) "**Internal Complaints Committee (ICC)**" means a committee constituted by the Company as per this policy.

- f) "**Respondent**" means a person against whom the aggrieved woman has made a complaint.
- g) "**Sexual Harassment**" includes one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:
 - i. Physical contact and advances; or
 - ii. a demand or request for sexual favours; or
 - iii. making sexually coloured remarks; or
 - iv. showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets, or sayings; or
 - v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

In addition, the following acts and 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:

- i. Implied or explicit promise of preferential treatment in the employment;
- ii. Implied or explicit threat of detrimental treatment in the employment;
- iii. Implied or explicit threat about their present or future employment status;
- iv. Interfering with their work or creating an intimidating or offensive or hostile environment;
- v. Humiliating treatment likely to affect the health and safety of the aggrieved person;
- vi. Any other acts or behaviour, any reasonable person views as such;

Internal Complaints Committee

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "**Internal Complaints Committee**" is constituted at each location. The detail of the committee is notified to all covered persons at the location (workplace).

Members of **Internal Complaints Committee** include

- a) Presiding officer must be a woman employed at a senior post.

Provided that in case a senior-level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer

shall be nominated from any other workplace of the same employer or other department or organisation

- b) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- c) One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women. The term of the ICC members will not be more than 3 years.

The **committee** is responsible for:

- a) Receiving complaints of sexual harassment at the workplace
- b) Initiating and conducting an inquiry as per the established procedure
- c) Submitting findings and recommendations of inquiries
- d) Coordinating with the employer in implementing appropriate action
- e) Maintaining strict confidentiality throughout the process as per established guidelines
- f) Submitting annual reports in the prescribed format

Current nominated members of the committees are given in **Annexure A**.

Lodging a Complaint

- Any aggrieved person may make, in writing, a complaint of sexual harassment at the workplace, 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 can extend the timeline by **another 3 months** for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

- If the aggrieved person is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, **with her/his written consent**.

- Legal heir, relative or friend
- Co-worker
- Any person having the knowledge of the incident

Conciliation

- The Internal Committee, may, before initiating an inquiry and at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

- Where settlement has been arrived at, the Internal Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation. A copy of the same shall be provided to the aggrieved and the respondent.
- Where a settlement is arrived, no further inquiry shall be conducted by the Internal Committee.

Inquiry Process

- The Complainant should submit the complaint to the Complaints Committee along with supporting documents and the names of the witnesses.
- Upon receipt of the complaint, the committee shall provide a copy of such complaint along with supporting documents to the Respondent within seven working days.
- The Respondent shall file a reply to the complaint along with their list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents from the Complaints Committee.
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- The Complaints Committee makes an 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 is present.
- During the inquiry process, the Complainant and the Respondent shall refrain from any form of threat, intimidation or influencing of Witnesses.
- The Committee shall ensure confidentiality during the inquiry process and will ensure that sufficient care is taken to avoid any retaliation against the witnesses.

- ICC shall have the right to terminate the inquiry or give an ex-prate decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause, provided that such termination or ex-prate order may not be passed without giving a notice in writing, 15 days in advance, to the party concerned.
- During the period of inquiry, based on a request from the victim, the committee may recommend the Company to
 - a) Transfer the victim/respondent to another location/workplace.
 - b) Grant leave to the victim up to a period of three months (In addition to the leave otherwise entitled).
 - c) Restrain the respondent from reporting on the work performance of the Aggrieved Individual or writing his/her confidential report and assign the same to another officer.
 - d) Grant any other relief as found suitable by the committee.
- The ICC must complete its investigation within a period of 90 days.

Actions

- The committee shall on completion of the inquiry provide a report of its findings within 10 days from the date of completion of the inquiry and such report shall be made available to both the Aggrieved and the Respondent.

If, as per the Internal Complaints Committee report:

- a) If the allegation against the Respondent has not been proved, the Committee may recommend not to take any action in the matter.
- b) If the allegation against the Respondent has been proved, it shall recommend to the Employer to consider sexual harassment as misconduct and take action in accordance with the provisions of the Service Rules of the Company or if the Harassment is grave, the Company shall inform the relevant authorities to institute penal action under the Bhartiya Nyaya Sanhita, 2023 (BNS), which has provided special provisions for crimes relating to Harassment.
- c) If 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 who has made the complaint.
- Such action shall be taken within 60 days of the receipt of the report.

Appeal

Any person aggrieved from the recommendations made by the Internal Complaints Committee or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the Act. The appeal shall be preferred within a period of ninety days of the recommendations

Roles and responsibilities

- **Responsibilities of Individual:**

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

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

All employees are encouraged to point out unwelcome behavior. At times, such behavior may not be intentional. While this does not excuse the conduct, it provides an opportunity for the person concerned to recognize the impact of their actions and modify or stop the offensive behavior.

- **Responsibilities of Managers:**

All managers at 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; that complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

Annual Report

The ICC shall prepare an annual report which 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 ninety days
- Number of workshops or awareness programmes against sexual harassment carried out
- Nature of action taken by the Company.

Amendment

Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendments or rescinding will be intimated to the employee

Awareness

- a) Communication of policy and making it available to all employees.
- b) Display at any conspicuous place at the workplace – the constitution of the Internal Complaints Committee and penal consequences.
- c) Making it a part of the corporate induction program.
- d) Organize a workshop for the Internal Complaint Committee and an awareness program for employees

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.

Annexure A

Internal Complaints Committee of RADHAKRISHNA KURIES LIMITED			
Designation	Name of Committee Member	Contact Number	Mail ID
Presiding Officer	Mrs. Latha	8086880833	lethavs@radhakrishnachits.com
Member	Mrs. Gouri	8086880830	gouritk@radhakrishnachits.com
Member	Mr. Sajil	7034906000	sajilsomanath@radhakrishnachits.com
External Member	Mrs. Saranya	9645769010	creditmanager@radhakrishna finance.com