Policy Against Sexual Harassment of Women at Workplace

KIMIA-HR-PASH-02

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POLICY AGAINST SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

1. Introduction

In accordance with 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', we have modified the policy for Prevention of Sexual Harassment at the Workplace by incorporating the rules and procedures as per provision of the said Act.

2. Objective of the Policy

The objective of this policy is to protect the right to work and to ensure an environment which is free from sexual harassment, intimidation or any offensive behavior and to communicate the Company's actions against any such conduct.

3. Scope

This policy shall be applicable to all employees of the company across locations, whether permanent or temporary. It shall also include any unwelcome behaviour of a sexual nature mentioned in the policy by any other employees, customers, consultants, visitors, vendors, contractors or other non-employees during the course of a business relationship, to any of our employees.

4. Definition

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, a demand or requests for sexual favours, or any other verbal or physical conduct of sexual nature. Sexual Harassment at the workplace includes: -

i. Unwelcome sexual advances (verbal, written or physical),

ii. Demand or request for sexual favours,

iii. Any other type of sexually-oriented conduct,

iv. Showing pornography,

v. Verbal abuse or 'joking' that is sex-oriented,

vi. Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

5. Procedure for Filing Complaints of Sexual Harassment

An appropriate complaint mechanism in the form of "Internal Complaints Committee" has been created in the Company for time-bound redressal of the complaint made by the victim.

6. Internal Complaints Committee

In proviso to Section 4 (2) of the said governing Act, the Company has instituted an Internal Complaints Committee for redressal of sexual harassment complaints (made by the complainant) and for ensuring time bound treatment of such complaints, comprising of the following members:-

Member ICC Committee Plant (Bhondsi, Gurugram):

a. Ms. Jyoti Sharma– (Quality Control) Presiding Officer

b. Ms. Komal Gupta -External Member

c. Mr. Rajesh Sharma (HR & Admin Department)– Member

d. Mr. Amol Jagtap (Quality & Regulatory)- Member

Member ICC Committee Corporate Office (Pitampura, New Delhi):

a. Ms. Lakshika Kripani (Admin.)– Presiding Officer

b. Ms. Komal Gupta -External Member

c. Mr. Mihir Pathak (Strategic & Business)– Member

d. Mr. Abhishek Pandey (CS & Compliance Officer) – Member

Contact Details of ICC members will be displayed as per Annexure-I and Annexure-II on noticeboards or wherever necessary on the designated places.

6A: Responsibilities and Term of Internal Complaints Committee

i. The Internal Complaints Committee is responsible for:

a. Investigating every formal written complaint of sexual harassment

b. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment

c. Discouraging and preventing employment-related sexual harassment.

ii The maximum term of the members of the Committee, shall be 3 years.

7. Procedures for Resolution, Settlement or Prosecution of Acts of Sexual Harassment:

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

i. **Informal Resolution**

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently. If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Internal Complaints Committee for redressal of their grievances. The Internal Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

ii. **Complaints**

1. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Internal Complaints Committee constituted by the Management. The complaint shall have to be in writing, has to be filed within 3 months and can be in form of a letter, from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.

2. The Presiding Officer of the Internal Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons and communicate the same to the complainant.

3. If the Presiding Officer of the Internal Complaints Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Internal Complaints Committee and the inquiry has to be completed within 90 days from the date of complaint.

4. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

5. The Internal Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Managing Director & Head- Human Resources, as soon as practically possible and in any case, not later than 10 days from the date of completion of inquiry. The Managing Director & Head- Human Resources, will ensure corrective action on the recommendations of the Internal Complaints Committee and keep the complainant informed of the same.

iii Corrective action may include any of the following:

a. Formal apology

b. Counseling

c. Written warning to the perpetrator and a copy of it maintained in the employee's file.

d. Change of work assignment / transfer for either the perpetrator or the victim.

e. Suspension or termination of services of the employee found guilty of the offence.

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

8. Policy Change Mechanism

The management of the company reserves the right to interpret, modify, revise, supplement, or rescind the policy or portion, any policies or portion of the policies from time to time as it deems appropriate, on its sole discretion, to the extent that it does not violate and contradict with the provisions of the Governing Act and rules made there under.

It is important to mention here that every care has been taken to ensure that the provision made hereinabove in this policy are in conformity with the provision of law.

SD/-
G.M – H.R. & Admin

SD/-
Managing Director

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ANNEXURE-I

Contact Details of ICC Members (POSH Committee-Plant at Bhondsi))

Presiding Officer	**Jyoti Sharma**
Designation/Department	Officer- Quality Control
Organisation	Kimia Biosciences Ltd
Contact Nos.	9654206544
	9654746544
Email	hr1@kimiabiosciences.com
Address	Village Bhondsi, Damdama Lake Road, Gurugram, Haryana
Member-1	**Rajesh Kumar Sharma**
Designation/Department	General Manager HR & Admin
Organisation	Kimia Biosciences Ltd
Contact Nos.	9814395223
	9654746544
Email	rajesh.s@kimiabiosciences.com
Address	Village Bhondsi, Damdama Lake Road, Gurugram, Haryana
Member-2	**Amol Jagtap**
Designation/Department	Asstt. General Manager Quality & Regulatory
Organisation	Kimia Biosciences Ltd
Telephone	7083619808
Mobile	9654746544
Email	amol.jagtap@kimiabiosciences.com
Address	Village Bhondsi, Damdama Lake Road, Gurugram, Haryana
External Member	**Komal Gupta**
Designation/Department	Consultant and Socialist
Organisation	Passion Workx
Contact No.	9310175366
Email	komal@passionworkx.com
Address	Village Bhondsi, Damdama Lake Road, Gurugram, Haryana

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ANNEXURE-II

Contact Details of ICC Members (POSH Committee- Corporate office at Pitampura, new Delhi)

Presiding Officer	**Lakshika Kriplani**
Designation/Department	E.A to Managing Director & CEO
Organisation	Kimia Biosciences Ltd
Telephone	01147063600
Mobile	7838902182
Email	ea.md@kimiabiosciences.com
Address	974, Aggarwal Millenium Tower II, NSP, Pitampura, Delhi
Member-1	**Mihir Pathak**
Designation/Department	Strategic and Business Head
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Telephone	0124-2979015
Mobile	9013342673
Email	mihir.pathak@kimiabiosciences.com
Address	974, Aggarwal Millenium Tower 2, NSP, Pitampura, Delhi
Member-2	**Abhishek Pandey**
Designation/Department	Company Secretary & Compliance officer
Organisation	Kimia Biosciences Ltd
Telephone	01147063600
Mobile	7678388892
Email	legal@kimiabiosciences.com
Address	974, Aggarwal Millenium Tower 2, NSP, Pitampura, Delhi
External Member	**Komal Gupta**
Designation/Department	Consultant and Socialist
Organisation	Passion Workx
Contact No.	9310175366
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