

## **Policy on Prevention of Sexual harassment at Workplace**

**Scope & Objective:** To provide work place free from sexual harassments and to implement and effectively comply with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”.

**Applicability:** All employees will be governed by this policy, with appropriate adjustments, to accommodate local, legal or contractual requirements. The term “Employee” refers to a person employed at a workplace for any work on regular, temporary adhoc 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 expressed or implied and includes a co-worker, contract worker, probationer, trainee, apprentice or called by any other such name.

**Sexual Harassment:** A woman employee is said to be have been sexually harassed, if she is subjected to directly or indirectly or by implication or by explicitly:

- i. physical contact and advances
- ii. demand or request for Sexual Favours
- iii. making Sexually coloured remarks
- iv. showing pornography
- v. any other unwelcome physical, verbal or non-verbal conduct of Sexual nature, which includes preferential treatment in her employment or threat of detrimental treatment in her employment or threat about her present or future employment status or interference with her work or creating an intimidating or offensive and hostile work environment for her or humiliating treatment likely to affect her health or safety.

Sexual Harassment is also a situation where a person:

- Subjects another person to an unwelcomed act of physical intimacy, like grabbing, brushing, touching, pinching or similar conduct;
- Makes an unwelcomed demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion and any of such order;
- Makes an unwelcomed remark with sexual connotations, like sexually explicit compliments/jokes with sexual connotations/ sexist remarks and any of such order;
- Shows a person any sexually explicit visual material, in the form of pictures, cartoons, pin-ups, calendars, screen-savers on computers/any offensive written material/pornographic e-mails, SMS and any of such order;
- Engages in any other unwelcomed conduct of a sexual nature, which could be verbal, or non-verbal, making offensive gestures, uninvited sex-oriented gestures, teasing or suggestive comments or questions of a sexual nature.

Sexual harassment in the workplace is classified into two distinct types;

'Quid pro quo', means seeking sexual favours or advances in exchange for work benefits and it occurs when consent to sexually explicit behavior or speech is made a condition for employment or refusal to comply with a 'request' is met with retaliatory action such as dismissal, demotion, difficult work conditions.

'Hostile work environment' is a form of sexual harassment involving work conditions or behavior that makes the work environment purposefully difficult for an employee to be in. Certain sexist remarks, display of pornography or sexist/obscene graffiti or jokes, physical contact/brushing against, preventing an employee from carrying out duties are some examples of hostile work environment.

**Complaint Mechanism:** The aggrieved women may make a complaint in writing to the Presiding Officer or any other member of the Committee within 3 months from the date of cause of action. The Committee will hold the inquiry proceedings after giving an opportunity to the respondent and deal the issue as per the prescribed provisions of the said Act. Confidentiality of the proceedings will be maintained.

#### **Internal Complainants committee:**

S.NO	Name of Member	Designation	Contract Details
1	Ms. Shobana	Presiding Officer	e-mail : <a href="mailto:Shobana@takesolutions.com">Shobana@takesolutions.com</a> Phone: 9940019878
2	Mr. Gowri Shankar	Employee Member	e-mail : <a href="mailto:gowri@takesolutions.com">gowri@takesolutions.com</a> Phone: 9840092566
3	Ms. Shalini Daga	Employee Member	e-mail : <a href="mailto:Shalini.daga@takesolutions.com">Shalini.daga@takesolutions.com</a> Phone: 9500096841
4	Ms. Priya Aldam	Employee Member	e-mail : <a href="mailto:priyaaaldam@takesolutions.com">priyaaaldam@takesolutions.com</a> Phone : 9940056046
5	Mrs. Vidya Shankar	Social Activist	e-mail : <a href="mailto:vidyashankarchennai@gmail.com">vidyashankarchennai@gmail.com</a> Phone: 9444606456

#### **Awareness:**

This Policy will form part of the Employee handbook and awareness session will be conducted periodically for the same.