

Policy on Prevention and Deterrence against Sexual Harassment at work place

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Introduction

All employees need a safe and protected environment at work. This document lays down the process for escalation and action on any incidents of threats, assaults and harassment at the work place.

General

This document establishes the requirements for the development and implementation of the IBridge Sexual harassment policy. This policy is applicable to all employees of IBridge.

Responsibilities

It is the responsibility of every employee to report all incidents of threats, assaults, and harassment activities. Employees must share concerns with the Committee.

IBridge committee on Sexual harassment is responsible for carrying out the provisions of this plan in IBridge administrative areas. The committee shall consist of at least two lady members, one male member and one member from the HR team.

Examples of conduct that contributes to creating a hostile work environment:

- Making Obscene or “dirty” jokes and remarks.
- Inappropriate usage of e -mail for sending & receiving obscene messages/pictures.
- Sexual advances & gestures.
- Pornographic materials.
- Displaying or giving Nude or semi-nude photographs, cartoons or electronic images.
- Talking about sexual activities or desires.
- Sexual graffiti in rest rooms.
- Leering, elevator eyes, winking.
- Acts of physical aggression or hostility.
- Whistling, barking, grunts, growling.
- Passing rumors of sexual acts or involvement.
- Stroking, grabbing, patting, hugging, pinching, and proactively posing.
- Cornering or blocking passageway.
- Clothing adjustments, backrubs.
- Stalking, Obsessive Behavior.
- Inappropriate calendars or screen savers.
- Unequal treatment based on gender.

Reporting on Sexual Harassment

- All employees must report any incident of threats, harassment to the any of committee members within 24 hours of the incident in person or in writing.
- Each incident report should include the name of the accused, location, date, time, and nature of the incident.

- Each reported incident will be reviewed by the committee on sexual harassment for timeliness and severity to determine if more information or further action is required.
- If an individual is found guilty of Sexual harassment, strict disciplinary action shall be recommended by the committee including termination of employment.

Sexual Harassment Committee

The Sexual Harassment Committee will consist of

- At least two female members and one male member.
- They can be from any department
- Of grade E-3 and above

Sexual Harassment Committee Members

Padma, Soma Sekhar P, Kaif Haider, Bhanu S and Zeba Siddique