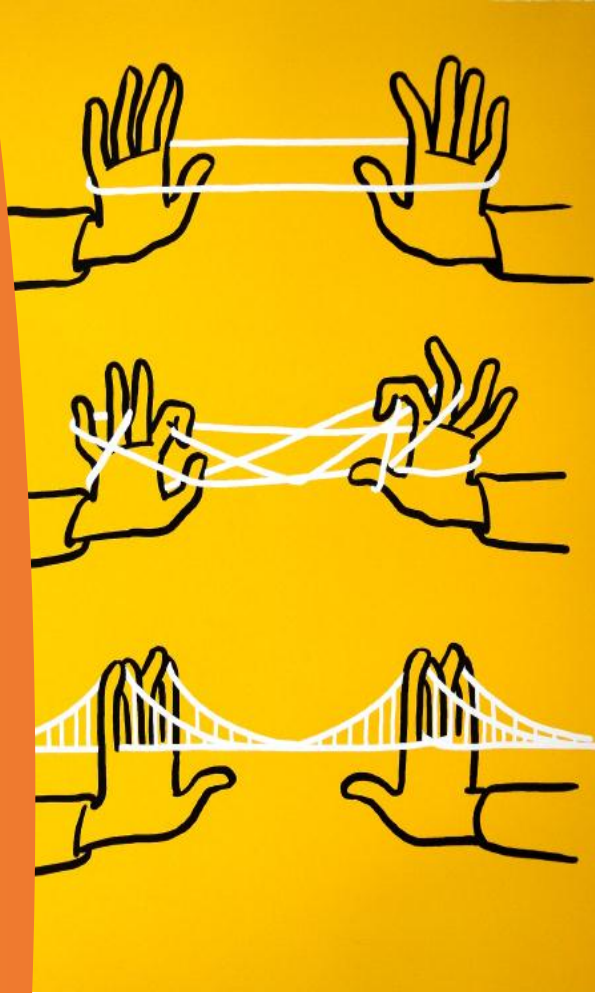




## myPOSH Booklet

simplifying **POSH**  
(Prevention of Sexual Harassment)



**SEXUAL HARASSMENT IS DEFINED AS UNWELCOME BEHAVIOR OF A SEXUAL NATURE. FOR EXAMPLE, A MAN WHISTLES AT A WOMAN AS SHE WALKS BY. OR, A WOMAN LOOKS A MAN UP AND DOWN AS HE WALKS TOWARD HER.**

## Tata Technologies has a **Zero Tolerance Policy** for Harassment

### WHAT IS A WORKPLACE?

OFFICES, CONSTRUCTION SITES, FACTORIES, MINES, HOSPITALS, EDUCATIONAL, INSTITUTIONS, OFFICE PARTIES AND GET-TOGETHERS ETC., ARE ALL CONSIDERED AS WORKPLACES.

### WHAT IS SEXUAL HARASSMENT REALLY?

#### PHYSICAL

- Hugging, kissing, patting, or stroking.
- Invading personal space.
- Touching or rubbing oneself sexually around another person.
- Touching a person's clothing, hair or body.
- Bumping into a co-worker inappropriately.
- Following a person around.
- Massaging a person's neck or shoulders.

#### NON-VERBAL

- Making sexual gestures with hands or through body movements.
- Blocking a co-workers' path.
- Looking a person up and down (elevator eyes).
- Displaying sexually suggestive material (calendars, mugs, drawings, limericks, etc).
- Giving personal and uninvited gifts.
- Facial expressions such as winking, throwing kisses or licking lips.
- Repeatedly staring at someone.





## WHAT IS SEXUAL HARASSMENT REALLY? (Continued)

### VERBAL

- Persistently asking someone to go out on a date.
- Referring to a co-worker as a girl, or boy, hunk, babe, or honey.
- Spreading rumors about a person's personal sex life.
- Asking personal questions about social or sexual life.
- Turning work discussions into sexual topics.
- Making sexual comments about a person's clothing, anatomy or looks.
- Telling sexual jokes.
- Unwelcome telephone calls or letters with sexual overtones.



## WHAT IS THE COMPLAINT PROCEDURE AT TATA TECHNOLOGIES?

1. Employee may register a complaint to the ethics counselor in writing under the area of concern "Sexual Harassment". All complaints will be kept confidential. Anonymous complaints will be ignored.
2. On receipt of written complaint, the ethics counselor will direct this to the POSH Committee.
3. The POSH Committee will contact victim as soon as possible or within 3 working days.
4. The POSH Committee will contact the harasser to obtain his/her version.
5. The POSH committee will organize a preliminary meeting among themselves within 5 working days.

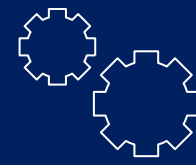


## JUST SAY NO!

It is essential that both managers and employees are aware of their responsibilities. Management is responsible for the actions of their employees, and employees have a responsibility to tell the harasser to stop the unwelcome behavior.



1. Sexual Harassment generally occurs when there is a disparity of power, not just when men and women are working together.
2. Sexual harassment does not have to be intentional.
3. What is offensive is in the "eye of the beholder".
4. Men can be sexually harassed.
5. Men can harass men; women can harass women.
6. Harassment does not have to be directed at a particular individual.



## Tata Technologies has a Zero Tolerance Approach and a Global Policy for Harassment

Tata Group lives by the Code of Conduct and "Equal Opportunities Employer" in letter and in spirit

1. TCoC outlines the "Equal Opportunities Employer" code in letter
2. TBEM and Corporate Governance assessments ensure Companies abide by the same
3. Senior leaders abide by the Code of Conduct and are role models to all stakeholders
4. Global POSH Policy outlines the Company's approach towards Sexual Harassment
5. Ethics and POSH committee and Human Resources outline and deploy the policy and procedures to ensure we make Tata Technologies a Gender-Friendly Place to Work

# HOW TO DETERMINE IF YOUR BEHAVIOUR IS UNWELCOME?

Quite often people can get into trouble because they make faulty assumptions about other people. Consider the following **assumptions about sexuality listed below** which, if not examined, can lead to problems for you:

## COMMON ASSUMPTIONS

1. All people, especially women, welcome and feel flattered by attention of a sexual nature.
2. When a woman says "NO" to dates or sexual advances she's just playing hard to get.
3. Almost everyone likes a good "dirty" joke once in a while.
4. Two employees can carry on a romantic relationship without anyone in the office knowing.
5. The only women who are sexually harassed are those who ask for it.
6. Leering, suggestive gestures, and "dirty" jokes and cartoons are not sexually harassing behavior.

## EXAMINE YOUR PERSONAL BEHAVIOR:

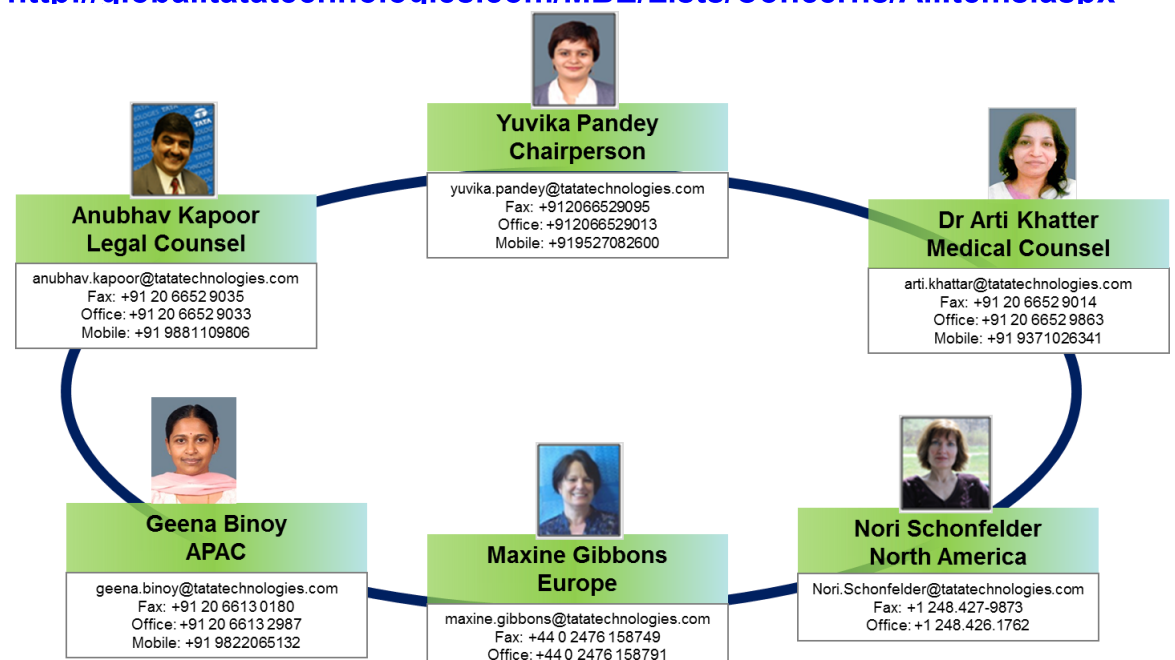
1. Does this behavior contribute to work output and mission accomplishment?
2. Could this behavior offend or hurt other members of the work group?
3. Could this behavior be misinterpreted as intentionally harmful or harassing?
4. Joke telling or kidding around are inadvisable when there is a power difference by rank or position; and when there is a numerical imbalance between you and your group (by gender, race, age, etc.) and another individual involved.
5. Whether certain behaviors constitute sexual harassment lies in the motivation of the harasser.

**THE RULE OF THUMB IS →WHEN IN DOUBT-"DON'T"**

## Speak to your POSH Committee

You can raise your concerns through MBE

<http://global.tatatechnologies.com/MBE/Lists/Concerns/AllItems.aspx>



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