

Policy on POSH

(Prevention of Sexual Harassment)



1. Objective:

To provide a safe and respectful work environment for all employees that is free from Harassment or discrimination against employees on the basis of race, colour, creed, religion, sexual orientation or gender identity, or physical or mental disability.

2. Coverage:

This policy shall apply to all employees, trainees, interns, temporary workers, consultants and all those who are involved in the company's activities directly or indirectly on a day-to-day basis.



3. Definitions:

Sexual Harassment (Vishaka Guidelines)

Sexual Harassment includes any one or more of the following unwelcome acts or behaviour which is offensive to the person or persons it is targeted towards whether directly or by implication namely: -

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; or
- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about present or future employment status; or
- Interference with work or creating an intimidating or offensive or hostile work environment for the person concerned; or
- Humiliating treatment likely to affect health or safety; or
- Examples of harassing behaviour may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's or employees own computer system or any electronic or digital device for the purpose of viewing, displaying, or disseminating material that is offensive in nature may also constitute harassing behaviour.

Examples of Unacceptable Behaviour

- Turning work discussions to sexual topics.
- Making personal comments about a person's clothing, body or looks.
- Probing too much about a person's personal life.
- Giving unsolicited advice to women on looks and physical appearance.
- Staring at someone and making them uncomfortable.
- Standing closer than appropriate or necessary for the work being done.
- Making blank or unsolicited calls or sending unnecessary messages in spite of repeated warnings.
- Trying to make physical contact (like touching) unnecessarily.
- Secretly taking photographs of women colleagues.



4. Internal Complaints Committee:

As per The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013, it is mandatory for every organization to have an Internal Complaints Committee as a mechanism for redressal of sexual harassment complaints

Siam Computing has an INTERNAL COMPLAINTS COMMITTEE for Prevention of Sexual Harassment at Work Place. Six members constitute the committee.

- Ms. Rekha (Presiding Officer) - 9789010294
- Ms. Naghadevi (Member) - 9176908955
- Ms. Anita (Member) - 9941535013
- Mr. Murugesh (Member) - 9994138037
- Mr. Kevin Karun (Member) - 7550003080
- Ms. Gayathri (External Member) - 9176547696

i. What is the role of ICC at Siam:

- ICC will conduct a thorough and fair investigation on the complaints.
- The entire exercise would be kept completely confidential
- ICC will listen to the complainant with care and concern.
- If the alleged employee is found guilty of the charges, punitive action would be taken against him.

- The action may range from counselling to termination, depending upon the gravity of the offence.
- It also provides safeguards against FALSE or MALICIOUS CHARGES

SIAM FOLLOWS THE POLICY OF ZERO TOLERANCE AGAINST SEXUAL HARASSMENT OF EMPLOYEES AT WORK PLACE AND ALSO AGAINST THOSE WHO FILE FALSE COMPLAINTS.

ii. Our Role as an Employee & a Co-worker:

It is the responsibility of every individual and the responsibility of an organisation to promote a safe working environment:

- If you are a male employee, treat your women colleagues with respect, dignity and care.
- If you are a woman employee and if you are subjected to any kind of harassment, report it immediately.
- If the complainant is not able to write the incident in English, the same could be written in vernacular language, scanned and sent through mail.
- If you are a co-worker who is a witness, try to keep records. Write down the date, time, place, and names of others who witnessed the harassment.
- Help the victim to report it in the forum concerned.



iii. Our Role as a Manager:

As a supervisor, do not ignore or be indifferent to the complaint.

- Do not get biased if the complaint is against one of the 'performing' team members
- It is your responsibility to ensure the complaint is immediately brought to the notice of the ICC. REMEMBER THAT EARLY DETECTION AND ACTION CAN RESULT IN LESSER MENTAL AND PHYSICAL AGONY TO BOTH THE PARTIES CONCERNED

5. Where to Complain?

Send all complains & queries to: nirbhaya@siamcomputing.com

OR - Contact the Internal Complaints Committee via phone