

SIGMA SOFT INFO TECH (SSIT)



## **SSIT PoSH Policy**

**Business Function: Human Resources**

### Introduction

This Policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). Accordingly, while the Policy covers all the key aspects of the act, any further clarification reference shall always be made to the act, and the provisions of the act shall prevail.

The 'Policy on Prevention of Sexual Harassment of women in the workplace intends to protect against sexual harassment of women in the workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

### Definitions

Sexual harassment may occur not only when a person uses sexual behaviour to control, influence, or affect another person's career, salary, or job but also between co-workers. It may also occur between a Sigma soft (SSIT) employee and someone that employee deals with, in the course of their work, who the Company does not employ.

"Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

1. Acts amounting to Sexual Harassment:
  - a. Verbal harassment, e.g., epithets, derogatory comments, slurs, kidding, teasing, jokes commenting about another's body or appearance, offensive sexual flirtations, sexual advances or propositions, gender-based comments and ridicule, inquiries into one's sexual experiences, discussion of one's sexual activities, threats, insults, name-calling, whistles, or catcalls, sexually explicit or offensive language.
  - b. Physical harassment, e.g., assault, stalking, staring, trick, or horseplay, impeding or blocking movement, physical contact such as patting, pinching, hugging, or brushing against another's the body.
  - c. Visual and nonverbal forms of harassment, e.g., derogatory posters, sexually oriented cartoons or drawings, the display of sexually suggestive objects or pictures, such as calendars and screen savers, or demeaning graffiti, demeaning or sexually suggestive gestures.
  - d. And any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
2. The following circumstances, if it occurs or is present concerning any sexually determined act or behaviour, amount to sexual harassment:
  - a. Implied or explicit promise of preferential treatment in employment.
  - b. The implied or direct threat of detrimental treatment in employment.
  - c. The implied or explicit threat about the present or future employment status.
  - d. Interference with the person's work or creating an intimidating or offensive, or hostile work environment; or
  - e. Humiliating treatment is likely to affect her health or safety.

The reasonable person standard is used to determine whether the conduct was offensive and what a reasonable person would have done. Further, it is essential to note whether harassment has occurred or not does depend on the people's intention but on the experience of the aggrieved woman.

**Aggrieved woman:** In relation to a workplace, a woman of any age, whether employed or not, alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary visitors.

**Respondent:** A person against whom the aggrieved woman has complained about sexual harassment.

**Employee:** A person employed at the workplace for any work on a regular, temporary, ad-hoc, 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 voluntarily or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or by any other such name.

**Workplace:** In addition to the place of work, it shall also include any place where the aggrieved woman or the respondent visits in connection with their work, during and/or arising out of employment/ contract/ engagement with Diligent, including transportation provided for undertaking such a journey.

**Employer:** A person responsible for the management, supervision, and workplace control.

### Roles & Responsibilities

1. **Responsibilities of Individual:** It is the responsibility of all to respect the rights of others and never to encourage harassment. It can be done by:

- a. Refusing to participate in any activity which constitutes harassment
- b. Supporting the person to reject unwelcome behavior
- c. Acting as a witness if the person being harassed decides to lodge a complaint

All are encouraged to advise others of unwelcome behavior. Often, some behaviors are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately the opportunity to modify or stop their offensive behavior.

2. **Responsibilities of Managers:** All managers at Sigmasoft (SSIT) must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated; that those complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

### Redressal Mechanism – Formal Intervention

In compliance with the act, if the complainant warrants formal intervention, the complainant must lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the Complaint will be reduced in writing by the receiver of the Complaint, and signatures of the complainant will be obtained.

**Internal Complaints Committee (Henceforth known as 'committee')**

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" is constituted. The committee details are notified to all covered persons at the location (workplace).

The Committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting an inquiry as per the established Procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the employer in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines
- Submitting annual reports in the prescribed format

Current nominated members of the committees are: __	Name	Location	Contact Numbers	Email ID
Presiding Officer	Maha Kiran Nair	Hyderabad	9167-611-995	<a href="mailto:mahakiran.nair@ssitsol.com">mahakiran.nair@ssitsol.com</a>
Member	Arshya Gopi	Bangalore	9972727595	<a href="mailto:arsheya.gopi@ssitsol.com">arsheya.gopi@ssitsol.com</a>
External Member	S Prashanthi			

Any incident of sexual discrimination or harassment should be reported to the Committee. The Committee will be endowed with all the powers of a civil court. If discrimination or harassment is established, the offender may be transferred, penalized, or terminated depending upon the nature of the incident. Appropriate action will also be taken against consultants and third-party personnel who are not employees of Diligent, so long as the incident occurs in the workplace. It is the responsibility of every manager and each employee to follow this guideline conscientiously.

Any women having complaints of sexual harassment at Sigmasoft (SSIT) workplace should contact the above ICC by email: [icc@xxxxxx](mailto:icc@xxxxxx)

#### Functions of the Internal Complaint Committee:

##### a. General and Emergency Meeting

The Committee shall generally hold one meeting in three months. However, in case any complaint comes pertaining to sexual harassment. The Committee will hold an emergency meeting immediately as per its discretion and proceed further as per the required matter.

##### b. Quorum of Members for Holding Meeting

The minimum number for a quorum for holding any meeting of the Committee shall not be less than three executive members, provided in every meeting the presence of the outsider executive member belonging to an NGO or anybody/person, who is familiar with the issue of sexual harassment, is a must. The majority of the quorum shall be that of female members.

c. [Procedure for making the Complaint](#)

i) Any aggrieved woman may make, in writing, a complaint of sexual harassment at the workplace to the Committee within three months from the date of the incident and, in case of a series of incidents, within three months from the date of the last incident. For the reasons to be recorded in writing, the Committee may extend the time limit not exceeding three months if it is satisfied that the circumstances prevented the woman from filing a complaint within the said period.

ii) The Complaint will generally be addressed to the Presiding Officer of the Committee and given to any committee member. Employees who are aggrieved by such acts of harassment may complain to their colleagues and superiors, who in turn shall forward the Complaint to the Committee for remedial measures and inquiry. A complaint can also be sent by mail or by hand. In case of an oral complaint, the Committee shall record the same and have the complainant sign the same. On receiving such Complaint by any of the members of the Committee, an emergency meeting of the Committee shall be called wherein the statement of the aggrieved employee shall be recorded in the first instance. The Committee shall also recommend to the organization if any interim remedial measures can be taken to distance the complainant from the defendant to prevent further harassment at the workplace. Suppose the aggrieved woman cannot make a complaint on account of her physical or mental incapacity or death or otherwise. In that case, her legal heir or such other person as may be prescribed may make a complaint to the Committee.

iii) The Committee shall not entertain any anonymous complaint.

SigmaSoft (SSIT) ensures that effective remedial action will be taken commensurate with the severity of the offense in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed thereunder and that SigmaSoft (SSIT) will not retaliate against the employee for filing a complaint or knowingly permit retaliation by management, employees or coworkers. Management is primarily responsible for seeing that the Company's policies are implemented, but all members of the staff share in the responsibility for assuring that, by their actions, the policies are effective and apply uniformly to everyone.

[Third-Party Sexual Harassment:](#)

In case any matter of sexual harassment occurs as a result of an act or omission by any third party or outsider or by an employee of an organization against a third party, being a contractor/vendor's employee dealing with organization in any manner, the Committee will

take all steps necessary. It shall make reasonable efforts to assist the affected person in support and preventive action. The Committee shall ensure by way of recommendations that the aggrieved person is immediately distanced from the aggressor and the harassment ends immediately. The organization shall also make all efforts to lodge a formal complaint regarding such an incident with the contractor/agent/vendor to ensure that the guilty are punished.

#### Submissions of Annual Report:

The Committee will make an annual report and will submit the same to the management.

#### General Provisions:

A copy of the Committee's details will be displayed on the notice board at all establishments.

The objective of awareness among employees can also be achieved by the publication of the Policy or in any other manner, including circulation, training, etc.

Every employee shall have the right to raise issues of sexual harassment at an appropriate forum.

The management will always maintain good working conditions in respect of work, leisure, health, and hygiene as it is providing now, to ensure that there is no hostile environment towards women in the workplace and no woman employee has ground to believe that she is disadvantaged in connection with her employment.

The Committee and the Management for implementing these rules will recognize that confidentiality is essential and will respect the confidentiality and privacy of the complainant or defendant reasonably.

These rules for dealing with matters of sexual harassment will continue to apply and shall be liable to be amended with a change in law and organization policy.

#### Procedure for dealing with False Complaints:

The employees cannot be permitted to abuse the law and this Policy for personal gains, settling scores, and revengeful tactics. Consensual activities cannot be construed as harassment. Making a complaint of sexual harassment is extremely serious and affects the life, career, and reputation of the parties involved. Hence, the management takes such issues with utmost seriousness and sincerity. Employees making false complaints and or giving false evidence shall be deemed to be committing an act of gross misconduct, which cannot be condoned, and shall render themselves liable for stern disciplinary action

#### Confidentiality

The identity of the complainant, respondent, witnesses, statements, and other evidence obtained during the inquiry process, committee recommendations, and the employer's action

are confidential materials and not published or made known to the public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

### [Appeal](#)

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made may appeal to the appellate authority in accordance with the act and rules within 90 days of the recommendations being communicated.

### [Document History](#)

Version	Amendment	Date of Amendment
V1.0	Policy updated	01-Oct-0222