

RxLogix Corporation

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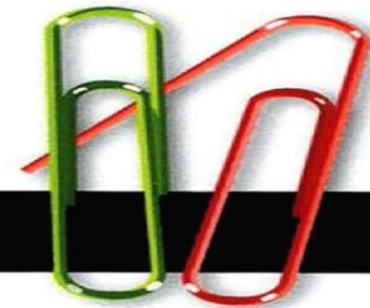
# Sexual Harassment Awareness Training RX-TRN-HR-002 , Version 1.0

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**sexual** CONFIDENTIAL  
**harassment**

**in the workplace**

**UNDERSTAND PREVENT RESPOND**



## Revision History

Version	Author	Revision Notes	Date
1.0	Ayushi Priya	Initial	08-Jul-2020

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## “Sexual Harassment” Definition:

**Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly**

**Or**

**implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.**



## Sexual Harassment Facts:

- The victim as well as the harasser may be a woman or a man.

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- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- An employee is always liable for harassment by a supervisor that results in tangible employment action.

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## Elements of Claim of Sexual Harassment:

➤ **Is unwelcomed,**

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➤ **Results in a tangible employment action or created a hostile work environment**



## Two Types of Sexual Harassment:

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➤ **Quid pro Quo”**

➤ **Hostile Environment**



## “Quid pro Quo”

### ➤ OCCURS WHEN:

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- an individual's submission to or rejections of unwelcome sexual conduct.
- is used as a basis for employment decisions affecting the individual.

### ➤ SUCH AS:

- hiring, firing, promotions, awards, transfers, or disciplinary action.

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## “Hostile Environment”:

- Occurs when unwelcome sexual conduct unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment.
- This form of harassment, whether engaged in by a manager or an employee can constitute discrimination, even if there are no tangible economic job consequences.

TYPICAL EXAMPLES of misconduct which may constitute evidence of a hostile environment are:

- displaying sexually demeaning pictures;
- making sexually oriented jokes or offensive remarks; or
- subjecting another employee to unwelcome sexual advances or touching.





## “Hostile Environment”:

**Anyone in the workplace may create a hostile work environment:**

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- **Supervisor**
- **Co-worker**
- **Non-employee**

### **Remember. . .**

- **Intentions do not matter if a person feels harassed or humiliated.**
- **Different people have different reactions to the same behavior and different interpretations**



# PREVENTION:

- Prevention is the best tool to eliminate sexual harassment in the workplace.

**Preventing**



## STEPS TO TAKE:

➤ **Say “No” Clearly**

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➤ **Document the Harassment**

➤ **Contact Committee**

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## CORRECTIVE ACTIONS TO ENSURE THAT HARRASSMENT DOES NOT RECUR:

- oral or written warning or reprimand
- transfer or reassignment
- demotion
- reduction of wages
- suspension
- discharge
- training or counseling of harasser to ensure that he or she understands why his or her conduct violated the employer's anti-harassment policy; and
- monitoring of harasser to ensure that harassment stops.



# OPERATIVE AUTHORITY:

## Anti-Sexual Harassment Committee:-

### Anti-Sexual Harassment Committee:-

The Company has formed an Anti-Sexual Harassment Committee which will manage the process of inquiry and redressal of sexual harassment complaints.

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Following employee are the members for this committee:

- |                     |                                 |
|---------------------|---------------------------------|
| ■ Shalini Singh     | Associate Director - HR         |
| ■ Leena Kathpalia   | Associate Director – Operations |
| ■ Jayashree Acharya | Director - Quality              |
| ■ Amit Kumar        | Director - Engineering          |
| ■ K.P. Tripathi     | Advocate                        |

The committee has a permanent email id, for employees to register their grievances, complaints or concerns regarding sexual harassment online via email on [Speakup@rxlogix.com](mailto:Speakup@rxlogix.com)



Talk to immediate supervisor or manager, HOD:- All Heads of the departments, managers and supervisors have an obligation to provide a work environment free from sexual harassment and to take corrective action. Employees may discuss the situation with their immediate supervisor or with another person in a position of authority.

All complains of sexual harassment shall be lodged at the earliest point of time and within 15 days from the occurrence of the alleged incident in writing only. Any anonymous mails or complaints will not be entertained in this regard.

Employees who feel they have been harassed must maintain records of incidents, including dates, times, places, witnesses, responses of the alleged harassed and harasser, and any other relevant information.


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# THANK YOU..!!

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	<b>Category:</b> Training materials <b>Title:</b> RX-TRN-IND-HR-002 Sexual Harassment Awareness Training		
<b>Version</b> 01	<b>State</b> Effective	<b>Effective Date</b> 23-JUL-2020	<b>Document ID</b> 365530

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## REVISION HISTORY

**Version 01 Effective on 23-Jul-2020**  
1.0

## DOCUMENT ELECTRONIC SIGNATURES

### DOCUMENT APPROVAL WORKFLOW

#### Author Approval

Ayushi Priya  
HR Manager  
Ayushi.Priya@rxlogix.com

I am the author of this document.  
*Signed 1:41:06 PM UTC 08-Jul-2020*

#### Required Workflow Steps for this Category

Ayushi Priya  
HR Manager  
Ayushi.Priya@rxlogix.com

*RxLOGIX / Author*  
I am the author of this document.  
*Signed 7:45:56 AM UTC 09-Jul-2020*

Shalini Singh  
Associate Director  
singh.shalini@rxlogix.com

*RxLOGIX / Approver*  
I have reviewed and approve this document.  
*Signed 7:51:25 AM UTC 09-Jul-2020*

Jayashree Acharya  
Director  
Jayashree.Acharya@rxlogix.com

*RxLOGIX / Approver*  
I have reviewed and approve this document.  
*Signed 9:43:58 AM UTC 09-Jul-2020*