

PEOPLE POLICY DOCUMENT

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

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TABLE OF CONTENTS

Contents

1.0 Objective/Purpose:	3
2.0 Scope:	3
3.0 Applicability:	3
4.0 Definition:	3
5.0 Policy Guidelines	4
6.0 Internal Complaints Committee (ICC):.....	4
7.0 Grievance Mechanism: Procedure for Filing Complaints	4
8.0 Confidentiality:	6
9.0 Protection Against Retaliation:.....	6
10.0 False Complaints:	6
11.0 Employer's Responsibilities:	6
12.0 Review and Amendments:	6
13.0 Frequently Asked Questions (FAQs):	6

1.0 Objective/Purpose:

GyanSys is dedicated to fostering a workplace that is free from any form of intimidation or harassment based on an individual's race, color, religion, gender, sexual orientation, genetic information, hereditary traits, ancestry, national origin, age, marital or family status, veteran status, disabilities, or any other classification protected by local laws. The company strictly prohibits sexual harassment and any related acts of retaliation, deeming such behavior unacceptable under any circumstances. This policy is designed to ensure a safe and inclusive work environment free from sexual harassment and discrimination for all employees. It aligns with the guidelines established by The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

2.0 Scope:

GyanSys Inc. is committed to maintaining a zero-tolerance policy toward any form of sexual harassment or discrimination by employees during their tenure. This policy applies to interactions with other employees, clients, vendors, and contractors within the company's premises.

3.0 Applicability:

All employees as defined below are covered under the provisions / guidelines mentioned herein. This policy applies to all employees, including permanent, temporary, contractual, interns, and trainees, as well as visitors, clients, and vendors within the workplace or any work-related setting.

4.0 Definition:

- i. **Employee:** Employee means, a person at a workplace for any work on regular temporary, ad hoc or daily wage basis, either directly or through an agent including a contractor, with or, without the knowledge of the GyanSys Infotech Private Limited, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- ii. **Sexual Harassment:** Sexual harassment includes any unwelcome act or behaviour, whether directly or by implication, such as:
 - (a) Physical contact or advances
 - (b) Demand or request for sexual favors
 - (c) Making sexually colored remarks
 - (d) Showing pornography
 - (e) Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature
- iii. **Respondent:** Employee(s) against whom the complaint has been filed.
- iv. **“Hostile Work Environment” Related to Sexual Harassment:**
 - (a) Creating a workplace where sexual harassment is ignored, complaints are not addressed, discriminatory job assignments are encouraged, or where there exists a nexus between the accused and higher management, leading to fear, disadvantage, or victimization of the complainant.
 - (b) Retaliatory actions, such as marginalizing an individual's roles and responsibilities, socially isolating them, or subjecting them or someone close to them to physical, psychological, or emotional intimidation.

5.0 Policy Guidelines

5.1 Sexual Harassment shall include but not limited to:

- a) Unwelcome sexual advances or demands for sexual favours, whether explicit implicit, in exchange for employment, promotion, evaluation, or participation in any company-related activity.
- b) Unwelcome sexual advances, including verbal, non-verbal, or physical conduct, such as sexually suggestive remarks, jokes, letters, phone calls, emails, gestures, displaying pornography, persistent staring, physical contact or molestation, stalking, offensive sounds, or images. These acts offend the individual's dignity and adversely affect their performance.
- c) Acts such as eve-teasing, insinuations, taunts, or physical confinement against a person's will, intruding upon their privacy.
- d) Behaviour by an individual in authority that creates a hostile or intimidating workplace environment for someone of the opposite sex.
- e) Conduct involvements such acts at the workplace or outside, in connection with an employee, or during employment.
- f) Any unwelcome gestures or actions by an employee that carry sexual undertones.

6.0 Internal Complaints Committee (ICC):

The Sexual Harassment Internal Complaints committee of GyanSys is set up to prevent and deter the commission of acts of sexual harassment and specifically address any complaints of Sexual harassment.

The Committee comprising of a minimum of 5 members will be nominated by the Management and will be headed by the Chairperson. Not less than 50% of the Five internal members would be women. One external member (From NGO or association committed to women welfare).

The committee will meet at regular intervals and discuss any complaints received. All employees(s) are required to address any issue by way of complaint to the Chairperson of the Committee. The Committee shall take up the issue for further discussion and the appropriate action will be taken against the perpetrator by taking up with Management.

Employees may always contact the Chairperson for any clarifications.

In addition to handling complaints of harassment, the committee will also co-ordinate along with HR preventive activities to create a harassment free atmosphere via:

- a) Common Info mailers
- b) Floating Articles on the same, from time to time

The committee members and reporting managers will be provided with necessary inputs to handle such issues effectively and with the required sensitivity and concern.

7.0 Grievance Mechanism: Procedure for Filing Complaints

- a) Complaints must be submitted in writing to posh.in@gyansys.com or to any member of the Internal Committee listed here, within 3 months of the occurrence of an act of sexual harassment. If the respondent is the complainant's direct supervisor or someone who influences their career growth, the reporting structure will be modified until the inquiry is concluded.
- b) The ICC must send a copy of the complaint to the respondent within seven days of the complaint being received.

- c) After receiving the complaint, the respondent is required to file a reply to the Committee within 10 days, along with the names and addresses of the witnesses and supporting documentation.
- d) The Committee will ask the complainant to prepare a detailed statement of incidents/allegations. The statement of allegations will be shared with the accused.
- e) The statements and other evidence obtained in the inquiry process will be considered confidential. The Committee will organize verbal hearings with the complainant and the accused.
- f) The committee will investigate and prepare an enquiry report with recommendations within 4 weeks of the complaint being filed. The ICC committee should ensure that sufficient care is taken to avoid any retaliation against the witnesses.
- g) During the inquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- h) The Committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements. This process will be completed within 90 days from receiving the complaint.
- i) The Committee will ensure that while investigating a complaint:
 - I. Both parties will be given a reasonable opportunity to be heard along with witnesses and to produce any other relevant documents
 - II. Upon completion of the investigation, both parties will be informed of the results of the investigation
- j) The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. The ICC must use the procedure as may be required while guaranteeing the standards of natural justice are preserved.
- k) Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee will share the investigation details and the findings thereof with the VP-HR and agree on the applicable disciplinary action.
- l) The disciplinary action that shall be commensurate with the nature of the gravity of the offence, shall include but not limited to,
 - I. Warning
 - II. Written apology from the offender,
 - III. Transfer
 - IV. Debarring from supervisory duties
 - V. Denial of employee benefits like increments/promotion/salary correction etc.
 - VI. Cancellation of specific work Assignment
 - VII. Suspension
 - VIII. Dismissal
- m) Annual report summarizing complaints and Redressal of Sexual harassment shall be prepared by designated person. The said report as well as all documents regarding Sexual Harassment complaints shall be in the custody of designated person and will be termed as **‘Strictly Confidential’**.

8.0 Confidentiality:

The organization ensures complete confidentiality throughout the complaint process to protect the privacy and dignity of all parties involved.

9.0 Protection Against Retaliation:

The organization prohibits any form of retaliation against individuals who file complaints or participate in the inquiry process. Any retaliation will be treated as a serious violation of this policy and a disciplinary action will be initiated against the guilty.

10.0 False Complaints:

If a complaint is found to be malicious or false, appropriate action will be taken against the complainant. However, mere inability to substantiate a complaint will not be considered a false complaint.

11.0 Employer's Responsibilities:

- a) Provide a safe working environment and ensure compliance with the Act.
- b) Display the penal consequences of sexual harassment at prominent places.
- c) Assist the ICC in conducting inquiries and implementing recommendations.
- d) Monitor the timely submission of annual reports to the appropriate authority.

12.0 Review and Amendments:

The policy will be implemented and reviewed by the HR department and reviewed periodically to ensure its effectiveness and alignment with legal requirements. The Company reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

13.0 Frequently Asked Questions (FAQs):

1. What is the purpose of this policy?

Ans: This policy aims to create a safe, respectful, and inclusive work environment free from sexual harassment. It aligns with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 and ensures compliance with its provisions.

2. Who does this policy apply to?

Ans: This policy applies to all employees, including permanent, temporary, contractual, interns, and trainees, as well as visitors, clients, and vendors within the workplace or any work-related setting.

3. What constitutes sexual harassment?

Ans: Sexual harassment includes any unwelcome act or behavior, such as:

- I. Physical contact or advances
- II. Demand or request for sexual favors
- III. Making sexually coloured remarks
- IV. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

4. How can I file a complaint?

Ans:

- I. Complaints can be submitted in writing or verbally to the Internal Complaints Committee (ICC).
- II. The ICC will assist in documenting the complaint if needed.
- III. Complaints should be filed within three months of the incident, but this period may be

extended for valid reasons.

5. Will my complaint remain confidential?

Ans: Yes, the organization ensures complete confidentiality throughout the complaint process to protect the privacy and dignity of all parties involved.

6. What if I face retaliation for filing a complaint?

Ans: The organization prohibits any form of retaliation against individuals who file complaints or participate in the inquiry process. Retaliation will be treated as a serious violation of this policy.

7. What happens if a complaint is found to be false or malicious?

Ans: If a complaint is found to be malicious or false, appropriate action will be taken against the complainant. However, mere inability to substantiate a complaint will not be considered a false complaint.

8. What are the employer's responsibilities under this policy?

Ans: The employer is responsible for:

- I. Providing a safe working environment and ensuring compliance with the Act.
- II. Displaying the penal consequences of sexual harassment at prominent places.
- III. Assisting the ICC in conducting inquiries and implementing recommendations.
- IV. Monitoring the timely submission of annual reports to the appropriate authority.

9. Who can I contact for more information or assistance?

Ans: For any queries or assistance, employees may contact the ICC at [\[posh.in@gyansys.com\]](mailto:posh.in@gyansys.com).