



## **MICRO LABS LIMITED**

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### **MICRO LABS LIMITED, BANGALORE**

#### **Policy on Prevention of Sexual Harassment of Women at Work Place**

The Policy is governed by the Statutory Law "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted with the objective of providing women protection against sexual harassment.

The Policy shall apply to all the persons employed at the workplace for any work of regular, temporary, adhoc or daily wage basis, working at all our locations directly or through an agent/contractor, including persons working on a voluntary basis and also trainees, probationers, agent, including consultants of the company.

The Purpose of the Sexual Harassment Policy is to propose guidelines to maintain a work environment which is free from any kind of sexual harassment. The Policy is designed in such a manner to take effective measure and to recourse to prevent, prohibit sexual harassment and have the mechanism to redress the complaints and impose strict punishment.

#### **The Policy:**

#### **WHAT CONSTITUTES SEXUAL HARASSMENT?**

"Sexual Harassment includes such unwelcome sexually determined behavior viz.:

- a) Physical contact.
- b) A demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Showing pornography.
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Sexual Harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when :

Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or

Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.



## **RIGHTS & RESPONSIBILITIES OF THE EMPLOYEES:**

- a) Every employee is entitled to complain against Sexual Harassment to which she is subject to or which was targeted at her irrespective of the accused is to the Internal Complaints Committee (ICC) or to the Chairperson or to the Members of the ICC in writing.
- b) Every Employee shall promptly report any incident of Sexual Harassment that comes to his/her knowledge to the ICC, adhering to our values to promote work environment free from any kind of harassments.

## **THE INTERNAL COMPLAINTS COMMITTEE :**

The names and contact details of the members of the Internal Complaints Committee is given below. The term of office of the Internal Complaints Committee is for 3 years. The existing members of the ICC will continue to hold office, till the new ICC is constituted. If a member of the Internal Complaint Committee who is an employee of the company and when he/she ceases to be an employee of the company then he/she will also cease to be a member of the Internal Complaints Committee. In case of conflict of interest, a new member may be co-opted to the Committee in the place of the person who chooses to rescue himself/herself from the committee.

The Internal Complaints Committee will cover all the offices/locations of MICRO Labs span across India.

**The committee to investigate complaints (Names of the ICC members)**  
**Our company has the following persons including the chairperson:**

1. Ms Archana Surana, Managing Trustee of G.D.A. Foundation, Bangalore = Chairperson.
2. Dr Manjula Suresh, Vice President – Medical Services, Corporate Office, Bangalore.
3. Ms Rupali A., Assistant Manager – HR, R&D Centre, Kudlu, Bangalore.
4. Ms Nivedita Pednerkar, Sr Manager – Stores, Goa Plant
5. Mr Shivaji Kapade, Sr VP – HR, Corporate Office, Bangalore.
6. Mr S.E. Amarnath, Sr. Manager – Legal. Corporate Office, Bangalore



#### COMPLAINTS PROCEDURE:

- a) Any employee will have a right to file a complaint concerning to sexual harassment.
- b) The complaint needs to be in writing.
- c) If the aggrieved women cannot write, provisions will be made that one of ICC members would help her write the complaint on behalf of the aggrieved women, but the complaint should be signed by the aggrieved women.
- d) The complaint / complainant will be afforded confidentiality by the ICC during the investigation.
- e) On the receipt of the complaint, the member of the ICC will communicate to the Chairperson of the ICC and the Chairperson shall within a period of 3 working days from the date of the communication, shall convene a meeting of the ICC.

#### CONSEQUENCES:

Complaint being proved:- In the event allegations made in the complaint are proved against the respondent, it will be taken as proved misconduct and the competent authority (ICC) may impose any of the punishment as envisaged in the policy on disciplinary process including dismissal.

False or malicious complaints: - in the event allegations made by the complaint are proved to be false then the competent authority (ICC) may impose any punishment as envisaged in the policy on disciplinary process including dismissal. Merely because a complaint could not be established will not necessarily mean that it is a false complaint and the charge of false or malicious complaint needs to be conclusively proved for disciplinary action against the person involved.

for MICRO LABS LIMITED,

  
Shivaji Kapade  
Sr. VP- Human Resources

Policy Amended on 1st April 2015