

# Prevention of Sexual Harassment

*Name of the Company is committed to provide equal opportunity and a harassment free workplace notwithstanding race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability, as the case may be.*

*Name of the Company is committed to provide a safe and comfortable environment to its employees. We believe that every employee has the right to be protected against harassment.*

## Purpose

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This policy has been made to prohibit, prevent or discourage the acts of sexual harassment at workplace and to provide Redressal of the complaints pertaining to sexual harassment.

Purpose of this policy is to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

It aims at providing a safe and comfortable workplace to both the genders.

## Scope

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This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

## Definition

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Sexual harassment would mean and include any of the following:

1. Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
2. Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;
3. Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
4. Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;

5. Conduct of such an act at work place or outside in relation to an employee of the company, or vice versa during the course of employment; and
6. Any unwelcome gesture by an employee having sexual overtones

For this policy "Employee" means any person on the rolls of the company including those on deputation, contract, temporary, part time or working as consultants.

## Filing Complaint

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Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with Head of the HR or any of the members of the "Sexual Harassment Committee (SHC)".

SHC has a quorum of 'Number of members' members to be present for the proceedings to take place.

At least two members of the committee are females.

The following members form the SHC in 'Name of the Company'

Sr. No	Name of the Member	Position in the Committee	Email ID
1	<u>'Name of the Member'</u>	<u>'Title'</u>	<u>'Email ID'</u>
2	<u>'Name of the Member'</u>	<u>'Title'</u>	<u>'Email ID'</u>
3	<u>'Name of the Member'</u>	<u>'Title'</u>	<u>'Email ID'</u>

## Resolution

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The Sexual Harassment Committee will attempt to resolve the issue by discussion, investigation or take other steps which may deem fit & proper. SHC may ask for a detailed enquiry to be processed, if required.

## Confidentiality

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All the information must be kept confidential. Revealing such information is a punishable offense.

## Protection against Vengeance

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The victim and the witness must be protected against retaliation. They must be guaranteed safety. Any pressure or other unethical behaviour towards the victim or the witness would call for disciplinary action.

## Documentation

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The committee shall keep a complete and accurate report of the complaint, investigation and resolution thereof.

## Complaints made with malicious intent

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If, during investigation, it is revealed that the complaint was made with a malicious intent and to defame the accused, strict action will be taken against the complainer.

A promotional banner for factoHR. On the left, the logo 'factoHR HR Solution for Growth' is displayed above the text 'Simplify your HR and Payroll with factoHR Solution'. Below this is a yellow button with the text 'Schedule Demo'. On the right, there is a stylized illustration of a desk setup: a computer monitor showing a dashboard, a yellow desk lamp, a calendar with an 'X' on it, a round clock, a shelf with books, and a white mug.

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