

ANTI SEXUAL HARASSMENT & ABUSE PREVENTION POLICY & PROCEDURE

Description

Anti-harassment & Abuse Prevention Policy makes it clear that harassment and abuse of any form will not be tolerated, and set standards and expectations for behavior. The policy describes the types of behavior that are harassing, and send the message that these issues are taken seriously.

Organizational Commitment

Vamani Overseas Pvt. Ltd. (VOPL) is committed to provide an environment free of harassment, in which all individuals are treated with respect and dignity, and able to contribute fully, and have equal opportunities.

Every person has the right to freedom from harassment. Harassment will not be tolerated, condoned, or ignored at VOPL. If a claim of harassment is proven, disciplinary measures will be applied, up to and including termination of employment.

VOPL is committed to a comprehensive strategy to address harassment, including providing training and education to ensure that everyone knows her or his rights and responsibilities; regular monitoring of organizational systems for barriers based on Code grounds; providing an effective and fair complaints procedure; and promoting appropriate standards of conduct at all times.

Objective of the Policy:

The objective of this policy is promoting human rights within the organization, preventing harassment, abuse and setting out principles and standards for behavior.

The objectives of this Policy are to:

- Ensure that members, clients and associates of VOPL are aware that harassment is unacceptable practice and is incompatible with the standards of this organization, as well as being a violation of the law.
- Set out the types of behavior that may be considered offensive and are prohibited by this Policy.

Application of Policy:

This policy applies not only in the area of employment but also ensure that employees are protected from co-workers, management and superiors, suppliers and clients. Employees may be protected while off the work site, or outside during working hours, where activities are connected to the workplace. Because workers are entitled to work in an environment free of harassment.

It is also unacceptable for members of Vamani Overseas Pvt Ltd to engage in harassment when dealing with clients, or with others with whom they have professional dealings, such as suppliers or service providers.

This Policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship.

This Policy also applies to events that occur outside of the physical workplace such as during business trips, or company parties.

The following behaviour is prohibited by this policy:

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome, based on a ground of discrimination identified by this Policy. Harassment can occur on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, or jokes related to an individual's race, sex, disability, sexual orientation, creed, age, or any other ground;
- Display or circulation of offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out an individual for humiliating or demeaning "teasing" or jokes because they are a member of a protected group;
- Comments ridiculing an individual because of characteristics, dress etc. that are related to a ground of discrimination.

The fact that a person does not explicitly object to harassing behavior, or appears to be going along with it does not mean that the behavior is not harassing, and does not mean that it has been assented to.

Sexual Harassment: sexual harassment is a form of harassment that can include:

- Gender-related comments about an individual's physical characteristics or mannerisms;
- Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility;
- Unwelcome physical contact;
- Suggestive or offensive remarks about members of a specific gender
- Propositions of physical intimacy
- Threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about

- sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender.
- Display of sexually offensive pictures, graffiti or other materials, including through electronic means;
- Demands for dates or sexual favours.
- Using abusive language or words.
- Gender-related abuse

Sexual Solicitation:

This Policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also prohibited.

Roles and Responsibilities:

The roles and responsibilities of the various parties present in the organization should be set out.

All persons present in Vamani Overseas Pvt. Ltd. are expected to uphold and abide by this Policy, by refraining from any form of harassment and by cooperating fully in any investigation of a harassment complaint.

Managers and supervisors have the additional responsibility to act immediately on observations or allegations of harassment. Managers and supervisors are responsible for creating and maintaining a harassment-free organization, and should address potential problems before they become serious.

Mechanism to report Harassment or Abuse Issues

If an employee feels that he/she is being harassed then he/she should immediately contact with any of his supervisor, reporting manager, Human resource department personnel, ICC Committee Members, Grievance handling Committee Members or Higher Management in writing or in personal. No untoward action will be taken against the complainant. The management will respect the right of complaint to raise complaint and will ensure to keep the complaint and its proceeding confidential.

All the investigation will be dealt with proper laid down procedures.

In case Complaint is reported to ICC Committee Members:-

- A person can directly come to ICC committee which is set up in the unit to take charge and solve the issue.
- Complaint is reported to the Welfare officer or to any person of the committee.
- A meeting of the committee can be scheduled with the available committee members.
- After going through and understanding the whole situation, welfare officer will announce the decision with the consent of the other committee members.

In case, a complaint addressed directly to any HR person, Higher Management, Supervisors / Reporting Heads or to Welfare officer and doesn't come through ICC committee then it will be forwarded to Grievance Handling Committee (depending upon the nature of complaint). This complaint is then brought into knowledge of Grievance handling Committee (GHC) president he will decide to either start investigation or depending upon the nature of the complainant can forward the same to ICC Committee as well. GHC President will listen to complainant, if he finds it appropriate, he can put the case in front of higher management for consideration.

After going through and understanding the whole situation, welfare officer announces the decision with the consent of the other committee members and higher management.

Discipline:

If any employee is found accused of harassing any other employee of the company, then strict disciplinary action will be taken against him/her which can be verbal warning, temporary dismissal or suspension. VOPL has approved standing orders defining disciplinary measures in all circumstances. A proper enquiry will be initiated and action will be decided based on set/ defined rules in approved standing order/ POSH Act.

Responsibility:

It's the responsibility of every employee of Vamani Overseas Pvt. Ltd. to follow this policy.

COMPLAINT HANDLING PROCESS FLOW CHART

