



**SHILP
GRAVURES
LIMITED**

CIN: L27100GJ1993PLC020552

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**SHILP GRAVURES LIMITED
(L27100GJ1993PL020552)**

**POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT
WORKPLACE**

REGISTERED OFFICE

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POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

INTRODUCTION:

The Ministry of Law and Justice, Government of India, formulated THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013, to provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. This Act of Parliament received the assent of the President of India on April 22, 2013. This Act has been notified on December 9, 2013, in the Gazette of India, as the date on which the provisions of this Act shall come into force.

PHILOSOPHY:

Shilp Gravures Limited is committed to encouraging a work culture and environment that is safe and healthy and enables its employees to work without any fear of prejudice, gender bias or sexual harassment.

We, as a Company respect the dignity of all employees working for the Company irrespective of their gender or hierarchy and we expect responsible conduct and behavior on the part of all our employees at all levels. Providing for a safe and congenial work environment to all employees is an integral part of the Company's employment policy.

Sexual harassment at work place or while on company duty, if involves employee of the company then it shall be considered as a grave offence and will be punishable under the applicable law.

OBJECTIVE / PURPOSE:

This policy has been framed with a view to:

- Promote a workplace based on equality & respect.
- Provide a safe and congenial work environment.
- Awareness & sensitization about sexual harassment at the workplace.
- Prevent sexual harassment.
- Provide formal and informal mechanism for redressal in case of complaint of sexual harassment at the workplace.
- Define the implications and outcome of sexual harassment.
- Ensure protection against retaliation to complainants, witnesses, committee members and other employees involved in prevention and complaint resolution.

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SCOPE:

This policy shall be applicable to all employees of Shilp Gravures Limited and all persons associated directly or indirectly/ engaged with the company on fixed term contract, short term engagement, temporary, apprentice, trainees, contract persons and visitors on our premises. It shall also include any unwelcome behavior of a sexual nature mentioned in the policy by any Vendor/Supplier/Contractor including their agents, supervisors, managers and their employees to any of our employees on our premises.

This policy becomes a part of the service condition of every employee and comes in effect immediately. The rules and procedures of this policy shall be applicable to all complaints of sexual harassment made by a woman employee of the company against an employee / associate of the company provided the harassment has occurred at the work place or in course of official duties.

DEFINITIONS:

Sexual Harassment:

Sexual harassment includes such unwelcome sexually determined behavior (whether direct or by implication) such as:

- a. Physical contact and sexual advances;
- b. Demand or request for sexual favors;
- c. Sexually - coloured remarks;
- d. Showing pornography; and
- e. Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.

“Unwelcome sexually determined behavior” includes but is not limited to:

- Subjecting another person to an unwelcome act of physical intimacy including grabbing, brushing, touching, including sexual flirtations, advances or propositions.
- Making any unwelcome remark with sexual connotations like sexually explicit, remarks, cracking jokes or using sentences with sexual connotations or making sexist remarks etc.
- Showing any sexually explicit visual material in the form of pictures / cartoons / pin-ups / calendars / screen-savers on computers / any offensive written or electronic material / including pornographic.
- Engaging in any other unwelcome conduct of a sexual nature, verbal or even nonverbal, staring to make the other person uncomfortable, making offensive gestures, etc.



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- Sending unwelcome communication of a sexual nature, through e-mail, letter, mobile technology, SMS or any other form of written or electronic communication, exhibiting conduct of a sexual nature.
- Making an unwelcome demand or request whether directly or by implication for sexual favours and/or making it a condition of employment / payment of wages / increments /promotion / preferential treatment / threat to detrimental treatment in employment / threat to current or future employment status or similar act.
- Where a Supervisor requests sexual favours from a junior (or any other person) in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment or threatens to terminate any such person for non-co-operation.
- Where a boss or other senior person intrudes into the private life of employees or persistently asks them out.
- Where any employee(s) make(s) sexual epithet, jokes, written or oral references to sexual conduct, and/or gossip regarding one’s sex life, comments on an individual’s body, comments about an individual’s sexual activity, deficiencies or prowess in an attempt to humiliate or make another person uncomfortable.
- Behavior which creates an environment that is intimidating, hostile, offensive, humiliating for any employee of other gender. Threat of detrimental treatment in employment / offensive working environment or any other behavior perceived to cause offence or humiliating treatment likely to affect the persons’ health and safety.
- Company discourages romantic or sexual relationships between employees / associates, as such relationships could lead to conflicts of interest at work. It is therefore in the best interest of all associated with the company to avoid such involvement and if coincidentally any such relationship happens then the involved parties should keep the Management informed of the same so as to ensure that suitable steps be taken to avoid any effect on work and the environment.

Workplace:

Any place where working relationship and/or employer-employee relationship between the company and the person exists. This includes our premises (including transit houses & guest houses) and any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such a journey.

Aggrieved Person:

In relation to workplace, a person of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.



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Respondent:

Against whom the aggrieved person has made a complaint.

The Internal Complaints Committee:

The Complaints Committee has been formed consisting of the following:

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|----|--------------------|-------------------|
| 1. | Mrs. Garima Pandey | Presiding Officer |
| 2. | Mrs. Zinal Parikh | Member |
| 3. | Mr. Ambar Patel | Member |
| 4. | Mr. Shailesh Desai | Member |

A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a lady.

Important Notes: -

1. If the committee member representing the category of defendant is junior in hierarchy to the defendant then for that particular enquiry that member shall be substituted by another person who is senior in rank to the defendant.
2. Any person who is a committee member and if charged with sexual harassment will have to step down as member during the enquiry into the complaint.
3. Changes in the Members of the Committee, whenever necessary, shall be made by the competent authority.

Dealing with the Complaint:

- It is the obligation of all employees to report sexual harassment experienced by them personally. A concerned co-worker may also inform the Complaints Committee of any instance or behavior of sexual harassment by a coworker towards another employee

The written complaint should contain the following details: -

- i. Name of the alleged offender including designation.
- ii. Date and location of the alleged incidence of harassment.
- iii. Details of the incidence.
- iv. Names of any witnesses or physical or documentary proof in support of the allegation.



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- v. Should be signed and dated (no anonymous complaints shall be accepted by the committee).
 - vi. Complaint should also contain details like – name, address, contact details, department, of complainant / victim.
 - vii. The Company urges to employees to bring such complaint to the notice of the committee at the earliest.
 - viii. The complaint should be submitted preferably within **three months** from the date of occurrence of the incidence. And all proofs should be kept intact for the inquiry.
 - ix. In case where the employee has experienced such harassment during the course of his/her employment, but has left the services of the company, then the Committee shall accept the complaint in writing within three months from date of cessation of employment.
- Once the complaint is received, it will be kept strictly confidential.
 - The person accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
 - The Committee shall ensure that a fair and just investigation is undertaken immediately.
 - Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
 - The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, due action as per applicable law shall be taken on the accused.
 - During the pendency of the inquiry, the aggrieved employee or the person against whom the complaint is made may seek relief like transfer or suitable leave. The company may decide to grant such relief to the individual as per the policy of the company.

Disciplinary Action:

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, reduction of rank, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.



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Confidentiality:

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

Protection against retaliation:

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Committee shall ensure that the Complainant or the witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

Documentation:

The Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant's and the accused's files with the full report of the Complaints Committee.

Complaints made with a malicious intent:

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the complainant amounting to major misconduct. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

Dissemination of the Policy:

A copy of this Policy shall be given to all employees and to all new recruits and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy.