

Jost's Engineering Company Limited

POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

(1) Objective

Jost's Engineering Company Limited (Company) is committed to provide work environment that ensures every woman employee is treated with dignity, respect and afforded equitable treatment. The Company is also committed to promote a work environment that is conducive to the professional growth of its women employees and encourages equality of opportunity. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of sexual harassment.

(2) Applicability

This policy applies to :

- (i) All categories of employees (permanent or temporary) of the Company regardless of seniority including trainees and consultants ;
- (ii) All contractors / sub-contractors ;
- (iii) All other persons dealing with the Company such as customers, suppliers, clients etc.

The workplace includes :

- (a) All offices or establishments where the Company's business is conducted.
- (b) All company-related activities performed at any other premises away from the Company's premises.

(3) Definition of Sexual Harassment

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely :

- (a) physical contact and advances ; or
- (b) a demand or request for sexual favours ; or
- (c) making sexually coloured remarks ; or
- (d) showing pornography ; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(4) Internal Complaints Committee

**The Internal Complaints Committee has been formed consisting of the following:*

S.No.	Name	Designation
1	Mrs. Smita Vaidya (HR-Manager)	Chairperson
2	Mr. Atul Wagh	Assistant- General Manager
3	Ms. Kavita Sawant (Product Support-Executive Electrical)	Member

*Amended by the Board of Directors at its meeting held on 02/02/2019.

The Complaints Committee is responsible for :

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment

(5) Inquiry into Complaint

Any aggrieved woman from a work place, may make a complaint in writing regarding sexual harassment. This complaint shall be made to the chair person of Internal Complaint Committee (Committee) within a week of the occurrence of sexual harassment. Once the complaint is received, it will be kept confidential. The Committee will inform the alleged accused about the complaint of sexual harassment having been received from the aggrieved woman. Thereafter, the Committee will ensure that a fair and just investigation is carried out 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 the Committee.

The complainant and the alleged accused shall be informed of the outcome of the investigation. The investigation will be completed within a period of 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the action will be taken against the accused. The victim of sexual harassment will have the option to seek transfer of the accused or her own transfer.

(6) Disciplinary Action

Where any sexual harassment is proved by the Committee, appropriate disciplinary action will be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. It may be noted that the disciplinary action will be in addition to any legal recourse sought by the complainant.

(7) Punishment for false or malicious complaint and false evidence

Where the Committee arrives at a conclusion that the allegation against the respondent is malicious or false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Company to take disciplinary action against the complainant in accordance with the provisions of applicable law.

(8) Confidentiality and record keeping

All information received at all stages right from the receipt of the complaint shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

(9) Protection against retaliation

Regardless of the outcome of the complaint made in good faith, a woman employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. The Committee, while dealing with the complaints of sexual harassment, shall ensure that the complainant or the witness are not victimized or discriminated. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant during investigation should be reported by the complainant to the Committee as soon as possible.

(10) Conclusion

In conclusion, the Company reiterates its commitment to providing its women employees, a workplace free from sexual harassment / discrimination and where every woman employee is treated with dignity and respect.

X - X - X - X - X