

CHEMEXCIL

PREVENTION OF SEXUAL HARRASMENT POLICY UNDER POSH ACT 2013

Objective:

To provide an effective complaint Redressal mechanism, on occurrence of an event of sexual harassment that is in accordance with the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013”

1. Definition of Sexual Harassment:

“Sexual Harassment” is defined by law as unwanted sexual advances, requests for sexual favours, or visual, verbal or physical conduct of a sexual nature where-

- i. Submission to or rejection of such behaviour/conduct is made, explicitly or implicitly, and adverse consequence in relation to an individual’s chances of being recruited, promoted, transferred, rates of pay, benefits, or a term or condition thereof; or
 - ii. Such behaviour/conduct directed against an individual persists despite its rejection; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual’s professional performance; or
 - iv. Such conduct has the purpose or effect of creating what a reasonable person would view as an intimidating or hostile environment.
- 2. Policy & Ground Rules:**The Council shall take all necessary steps for sensitising employees and orienting the Internal Complaints Committee on the provision of the ‘Sexual Harassment of women at work place Act 2013’ at least once in six months.
- 3. Responsibility of the employees:** Any employee who believes that an employee’s or a third party’s actions or words constitute unwelcome sexual harassment has a responsibility to report or complain about the situation as soon as possible.
- 4. Authorities dealing with allegations of Sexual Harassment:** Special Counsellors and Internal Complaints Committee Constitution.

5. Disqualification of membership:

- i. An Employee member shall cease to hold office as a member of the Internal Complaints Committee if he/she ceases to be an employee of the Company.
- ii. If that employee is found guilty of committing an act of Sexual Harassment or any other act of moral turpitude.
- iii. Resignation, or termination of appointment (by the Council) of any member.

6. Term: The term of membership to the Complaints Committee shall be for Two years and may temporarily extend.

7. Chairperson: The Chairperson of the Complaints Committee shall be one of the women members, employed at a senior level.

8. Meetings and Functioning of the Complaints Committee:

- i. Complaints Committee shall meet at least once in every two calendar months at the place (in the Council's premise or offices) and time as notified by the Chairperson.
- ii. The Chairperson shall always be from amongst one of the women members.
- iii. The minimum quorum required is at least Six members including the independent member and with not less than half the members present at such meeting being women,
- iv. In the event that the aforesaid number of members present is still less than as stated above at any meeting, adjourned from a previous day, the Chairperson shall notify the Council's Human Resource department of the members absence.

9. Decisions: The decisions of the Complaints Committee shall be decided by the majority vote and in cases of decision of votes equally, the Chairperson shall have a casting vote.

10. Redressal Process Details: There are two procedure that can be followed with respect to any allegation of Sexual Harassment i.e. informal and formal

- i. Informal will include process of consultation, direct communication
- ii. Forman process will include- Initiation f complaint, processing of complaint, enquiry procedure, report, Disciplinary action and implementation of decided action.

11. General Rules: In the event any sexually determined behaviour is an offence under the India Penal code, 1860, or any other law in force, the Council shall, notwithstanding the initiation and continuance of any enquiry or other proceedings, render full assistance to the Complainant in making a complaint or initiating any other proceedings with the appropriate authorities.

12. Exceptions: Head of Human Resource is authorized to approve any exceptions being in accordance with the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013 as mentioned herein).
