

Release Date	01.08.2022
Reference No.	NG/IND/HR/P05/2022
Revision No.	01

Nagata Group (India Operations)



POLICY FOR PREVENTION OF SEXUAL HARASSMENT (POSH)

1. Purpose

To create and maintain safe working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. Sexual harassment at the work place or other than work place, if involving employees, is a grave offence and is therefore, punishable as per the guidelines of "The Prevention of sexual harassment at workplace (prevention, prohibition and Redressal) Act, 2013".

2. Scope

The Policy aims to adopt zero tolerance attitude against any kind of sexual harassment or discrimination caused by any employee during their tenure in any of the company/office of **Nagata Group (India Operations)** towards any other person being an employee, client, guest, vendor and contractor in company premises or elsewhere in India and abroad.

3. Applicability

The Policy will be applicable to all Employees of Nagata Group (India Operations).

4. Definition

4a. Employee: It means any person employed at the workplace of company for any work whether on the rolls of the Company or on deputation, contract, temporary, trainee, apprentice, probationer or part time working as consultant, whether working for remuneration or not either directly or through an agent/vendor including a contractor.

4b. Sexual Harassment: It means and includes any of the following:

4b.I Unwelcome sexual advances, requests or demand for sexual favours', explicitly or implicitly, in return of employment, promotion, examination or evaluation of a person towards any company activity.

4b.II Unwelcome sexual advances involving verbal, non-verbal or physical conduct such as sexually coloured remarks, taunts, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance.

4b.III 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.

4b.IV Conduct of such an act at work place or outside in relation to an Employee of Nagata Group (India Operations) or vice versa during the course of employment and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4c. Aggrieved Women: In relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

4d. Respondent: Employee against whom the complaint has been filed.



5. Internal Committee (IC)

5a. The management to consider and redress complaints of Sexual Harassment across the Nagata Group (India Operations) will constitute an Internal Committee. The committee will comprise of a Presiding Officer who shall be a senior women employee and three nominated members out of which at least two members shall be from amongst employees and one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total members so nominated shall be women.

5b. Name of the IC Members will be notified through notice from time to time.

5c. A quorum of 03 members is required to be present for the proceedings to take place. The quorum shall include the Presiding Officer and at least two members.

6. Redressal

6a. Any aggrieved woman employee who feels is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to the Internal Complaints Committee in writing with her signature within 03 months from the date of occurrence of incident and in case of series of incidents then within 03 months from the date of last incident.

6b. The committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

6c. The committee will hold a meeting with the complainant within 03 days of the receipt of complaint.

6d. At the first meeting, the committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material, SMS etc., to substantiate her complaint. If the complainant does not wish to depose personally due to embarrassment of narration of events, a woman member of the committee shall meet and record her statement.

6e. Thereafter, the person against whom complaint is made may be called for a deposition before the committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted and concluded.

6f. The Internal Committee shall complete the "Enquiry" within reasonable period but not beyond three months, and communicate its findings as well as its recommendations in the form of an Inquiry Report for action to the Managing Director within 10 days from the date of completion of the Inquiry.

6g. Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, enquiry report shall be submitted to MD&CEO. Internal Committee will recommend taking action for sexual harassment as a misconduct in accordance with the provisions of the service rules of the company applicable to the respondent.



6h. The disciplinary action that shall be commensurate with nature of the gravity of the offence, shall include but not limited to:

- 6h.I** Warning
- 6h.II** Written apology from offender
- 6h.III** Bond of good behaviour
- 6h.IV** Transfer
- 6h.V** Debarring from supervisory duty
- 6h.VI** Denial of employee benefits like increments/promotion/salary correction etc.
- 6h.VII** Cancellation of specific work assignment
- 6h.VIII** Suspension
- 6h.IX** Dismissal

6i. The Head HR will assist the Managing Director on the implementation of recommendations of Inquiry Report submitted by the Internal Committee.

7. Record

Annual report summarizing complaints and Redressal of sexual harassment shall be prepared by designated person. The said report as well as all documents regarding sexual harassment complaints shall be in the custody of designated person and will be termed as 'Strictly confidential'.

Proposed and Approved By:



Corporate HR Head



Plant Head Manesar

Sd/-

Plant Head Bilaspur

Sd/-

Plant Head Sadatpura



CFO



MD & CEO