

## ANTI - SEXUAL HARASSMENT POLICY

### POLICY

- 1.1. **Rashi Fincorp Ltd**, a company duly incorporated under the Companies act, 1956 and having its registered office at 72, 7<sup>th</sup> Floor, A Wing, Mittal Towers, Nariman Point, Mumbai 400 021 is an equal opportunity employment company, without regard to race, caste, religion, colour, marital status, sex, age, nationality, disability of its staff or colleagues. The Company also believes that all employees of the Company have the right to be treated with dignity. The Company believes that sexual harassment at the work place is a grave offence and is aspires to eradicate it. The Company holds the responsibility to identify and prevent sexual harassment and to develop a culture of "zero tolerance" for any form of Sexual Harassment at the Workplace. The Company will respond promptly to reports of Sexual Harassment and will take appropriate steps to discipline behavior that violates this Policy and if necessary, facilitate legal action. This Policy is applicable across the Company and is applicable at all its Workplace.

### LEGISLATIVE BACKGROUND AND REQUIREMENT

- 2.1. The Government of India has notified The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Act**") and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("**Rules**") to ensure that women in particular are protected against sexual harassment at all work places, be it in public or private, and to create work environments that recognise right to gender equality, life and liberty and equality in working conditions everywhere.
- 2.2. This Anti-Sexual Harassment Policy gives effect to the legal provisions contained in the Act and the Rules relating to protection against Sexual Harassment at Workplace and for establishing the necessary mechanisms for redressal of complaints of Sexual Harassment and for matters connected therewith or incidental thereto.
- 2.3. In order to comply with the provisions of the Act, our Company has formulated and implemented the said Anti- Sexual Harassment Policy ("**Policy**").
- 2.4. This Policy is meant to educate the Employees about what conduct constitutes Sexual

Harassment and has been formulated to prohibit, prevent or deter the commission of acts of Sexual Harassment at workplace, and in the event of such an occurrence, to enable a fair mechanism for dealing with such conduct.

## SCOPE AND EFFECTIVE DATE

- 3.1. This Policy is a policy for the protection of women at workplace..
- 3.2. This Policy extends to all Employees of the Company whether permanent, temporary, on training and on contract and is deemed to be incorporated in the service conditions of all Employees. It also extends to outsiders who come in contact of the Employees of the Company and who allege that they have been sexually harassed by the said Employee.
- 3.3. The Company will also not tolerate Sexual Harassment of the Employees of the Company, if engaged in by clients or any other business associates.
- 3.4. This Policy shall extend to:
  - 3.4.1. All offices or other premises where the Company's business is conducted.
  - 3.4.2. All company-related activities performed at any other site away from the Company's premises.
  - 3.4.3. All Employees at (whether in the office premises or outside while on assignment) Company's office, situated at 72, 7<sup>th</sup> Floor, A Wing, Mittal Towers, Nariman Point, Mumbai 400 021 in respect of Sexual Harassment occurrences at the Workplace.
  - 3.4.4. Incidents of Sexual Harassment reported by an Company's employee as a result of an act by a third party or outsider while on official duty.
- 3.5. The Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.
- 3.6. This Policy shall come into effect immediately from “.....”

## DEFINITIONS

- 4.1. Sexual Harassment is defined as:-

**"Sexual Harassment"** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favors; or

- (iii) Making sexually colored remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Additionally, any of the following, in relation to or connected with the above, will constitute sexual harassment:

- (i) Implied or explicit promise of preferential treatment in her employment ; or
- (ii) Implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or
- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety.

***"Employee"***

for the purpose of this Policy, means and includes any person hired by the Company, whether as a consultant or as an employee on the rolls of the Company who is employed for any work on regular, temporary, ad-hoc or daily wage basis, directly or through an agent, including a contractor, with or, without the knowledge of the Company management, whether for remuneration or not, or working on voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice, article clerk or called by any other such name

***"Workplace"***

shall include:

- (i) The Company's offices situated at 72, 7<sup>th</sup> Floor, A Wing, Mittal Towers, Nariman Point, Mumbai 400 021
- (ii) Any place visited by an employee of the Company, arising out of or during the course of discharging the Company's work, including transportation provided by the Company for undertaking such journey.

***"Aggrieved Woman"***

with respect to the Act in relation to the workplace is a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

***"Complainant"***

shall include Aggrieved Woman or any other person filing the complainant on behalf of the Aggrieved Woman.

***"Respondent"***

means the person who is alleged or reported to have committed an act of Sexual Harassment and against whom the Aggrieved Woman/ Complainant has made a Complaint under this Policy in terms of Section 9 of the Act.

***"Complaint"***

means information, either oral or written, made by the Aggrieved Woman/ Complainant. However, complaint made orally must be reduced in writing with the assistance of the Internal Complaint Committee members.

## **INTERNAL COMPLAINTS COMMITTEE**

- 5.1. An Internal Complaints Committee ("**ICC**") shall be constituted, in accordance with the provision of Section 4 of the Act, in every branch or office of the Company, to redress complaints of Sexual Harassment.
- 5.2. The ICC shall consist of:-
  - 5.2.1. A Presiding Officer who shall be a woman employed at senior level.
  - 5.2.2. Not less than two Members from amongst the Employees preferably committed to the cause of women
  - 5.2.3. One Member from an NGO or association committed to the cause of women or person familiar with the issues relating to the Sexual Harassment e.g. Advocate.
- 5.3. At least one half of the total Members nominated shall be women. The Presiding Officer and Members shall hold office for a period not more than 3 years.
- 5.4. An order constituting the ICC shall be passed and shall be displayed at any conspicuous place of the Company.

## **REDRESSAL PROCESS**

- 6.1. Complaint
  - 6.1.1. Any Employee who feels that she is being sexually harassed, directly or indirectly, may submit a Complaint of the alleged incident to any member of the ICC in writing with her signature

preferably within 15 days but not later than three (3) months of occurrence of incident, and in case of a series of incidents, within a period of three (3) months from the date of the last incident. The ICC may, after recording its reasons in writing, extend the said time limit by such period not exceeding three (3) months if it is satisfied with the circumstances that led to preventing the Complainant from making the Complaint within three (3) months.

6.1.2. In case of any difficulty in filing the Complaint in writing, the Presiding Officer/Member of the ICC shall provide reasonable assistance to the Complainant to file a written Complaint.

6.1.3. A Complaint may also be made by a legal heir or any of the persons specified under sub section (2) of Section 9 of the Act read with Rule 6 of the Rules, where the Complainant is unable to do so, on account of any kind of incapacity.

6.1.4. The Internal Committee will maintain a record of the Complaints received by it and keep the contents confidential, except to use the same for inquiry.

6.1.5. The Complainant must file six copies of the Complaint along with supporting documents and names and addresses of her witnesses.

6.1.6. On receipt of the complaint, the ICC will decide whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of the Act. In case the complaint is not maintainable, the ICC will dismiss the complaint by giving reasons in writing

6.1.7. In case the ICC arrives at the conclusion that the complaint is prima facie maintainable, the ICC shall forward one copy of the Complaint to the Respondent within seven (7) working days.

## 6.2. Settlement through Conciliation

6.2.1. At the request of the Aggrieved Woman only, the ICC, shall, prior to initiating an inquiry, take steps to settle the matter between the Aggrieved Woman and the Respondent through conciliation. In case both parties reach a settlement, the ICC shall record the terms of any such settlement reached between the Complainant and the Respondent, and forward the same to the management/employer to take action as recommended.

6.2.2. If the Respondent fails to comply with the terms and conditions of the Settlement Agreement, the Complainant may inform the ICC of the same for further action, as provided under the Act.

## 6.3. Inquiry and Action

6.3.1. In case the conciliation fails or the Aggrieved Woman does not request for conciliation or the Respondent fails to comply with the terms and conditions of the Settlement Agreement, the ICC shall commence inquiry forthwith.

- 6.3.2. The Respondent must file his/her response to the Complaint along with supporting documents and names and addresses of witnesses, within ten (10) days of receiving the Complaint copy from the ICC. A copy of the said response shall be provided to the Complainant forthwith.
- 6.3.3. The ICC will make an inquiry into the Complaint in accordance with the principles of natural justice.
- 6.3.4. During the pendency of an inquiry, the ICC may, on the request made by the Aggrieved Woman, grant interim relief in accordance with the provision of section 12 of the Act.
- 6.3.5. The ICC will give both the Complainant and the Respondent an opportunity of being heard at the time of inquiry, and will make available to both of them, a copy of its findings enabling them to make representation in respect of such findings, before the ICC.
- 6.3.6. The ICC may terminate the inquiry proceedings or decide ex-parte on the Complaint, if the Complainant or the Respondent does not, without sufficient cause, present himself/herself for three consecutive hearings convened by the ICC.
- 6.3.7. The quorum for convening a meeting of the ICC for the purpose of any inquiry shall be three (3) members of the ICC, including the Presiding Officer.
- 6.3.8. The ICC shall complete the inquiry within a period of ninety days and communicate its findings and its recommendations for action to the Company's management in a report, within ten (10) days of completing the inquiry.
- 6.3.9. A copy of the report shall also be made available to the Complainant and the Respondent.
- 6.3.10. The report of the ICC shall be treated as a final report on the basis of which the Respondent can be awarded appropriate punishment straightaway within sixty days of its receipt. In the event the ICC concludes that allegations of Sexual Harassment have been established, it shall in its report to the Company, recommend the action to be taken against the Respondent Company and/or deduct such sum as it considers appropriate from the salary/wages of the Respondent to be paid to the Aggrieved Woman or her heirs (in case of her death) or any other act in accordance with the provision of the Act. While arriving at the appropriate compensation sum to be paid to the Aggrieved Woman, the ICC shall have regard to the considerations set out in Section 15 of the Act. The Company's Management will take appropriate action in accordance with the recommendation proposed by the ICC.
- 6.3.11. In case, the ICC finds the degree of offence to be coverable under the Indian Penal Code, then this fact shall be mentioned in its report and if required appropriate action shall be initiated by the Management or on the request of the Complainant, for making a Police complaint.
- 6.3.12. In the event, the Complaint does not fall under the purview of Sexual Harassment or the allegations are not established, the ICC shall recommend to the Company that no action is required to be taken and close the enquiry by recording reasons in writing.

6.3.13. None of the parties can be represented by a lawyer during the proceedings

6.3.14. The ICC shall be governed by the Act and the Rules.

## **APPEAL**

7.1. Any person aggrieved by the recommendations or non implementation of the recommendations made by the ICC, may prefer an appeal, to the appellate authority appointed by the appropriate government within 90 days of the recommendations

## **ANNUAL REPORT**

8.1. The ICC shall submit in each calendar year an Annual Report which contains number of cases received, disposed, pending for more than 90 days, number of workshops against sexual harassment carried out and nature of action taken by the Company and the District Officer

## **FALSE COMPLAINT/EVIDENCE**

9.1. Duty of good faith

9.1.1. A Company's Employee is liable to sanction/ action in accordance with the provision of Section 14 of the Act for knowingly or recklessly bringing a false Complaint of Sexual Harassment and false evidence.

9.1.2. If on an inquiry, the Complaint is found to be false or malicious, or that a witness has given misleading evidence, the Complainant or the witness, as the case may be, shall be liable for appropriate disciplinary action as recommended by the ICC. Such malicious intent must be established during the inquiry.

9.1.3. A mere inability or insufficiency to substantiate a Complaint shall not be considered as grounds for taking action as false or malicious complaint.

9.2. Non-Retaliation

9.2.1. No person shall be subject to harassment, intimidation, or retaliation of any kind for having brought a good faith complaint of prohibited harassment.

## **CONFIDENTIALITY**

10.1. Any and all persons entrusted with the duty to handle or deal with a Complaint, inquiry or any

recommendation or action to be taken under the Act, Rules and this Anti-Sexual Harassment Policy shall not disclose the name, address, identity or any other particulars that can in any way reveal the identity of the Complainant and the witnesses or the Respondent to the public or media.

- 10.2. In case of any violation, the concerned person shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed by law.

## **RESPONSIBILITIES OF EMPLOYEES**

- 11.1. All Employees of the Company should abstain from committing any acts which amount to Sexual Harassment at the workplace and are encouraged to report incidents of Sexual Harassment without fear or favor.
- 11.2. All Employees of the Company are encouraged to create appropriate working conditions at the Workplace in respect of work, leisure, health and ensure there is no hostile environment in the workplace.

## **REVISION AND TERM OF THE CODE AND ANTI-SEXUAL HARASSMENT POLICY**

- 12.1. This Anti-Sexual Harassment Policy shall be reviewed preferably once in two years, or as and when there are any amendments to the Act or Rules, whichever is earlier.

## **CONTACT DETAILS OF KEY PERSONS**

- 13.1. Names of the members of the ICC, along with their contact details are provided in the order constituting the ICC. The Company will periodically update the list of names and contact details of the members.