

ANTI-SEXUAL HARASSMENT OF WOMEN AT WORKPLACE POLICY

I. Introduction

Redseer Management Consulting Private Limited (“**Company**”) is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespect or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status
- Age
- Sexual orientation
- Military or veteran status
- Any other basis protected by applicable law

The Company also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

II. Roles and Responsibilities of Employees

1. Responsibilities of the Employees as a Team. All employees are expected to uphold the highest standards of ethical conduct at the workplace and in all their business interactions. All employees have a responsibility to:
 - treat each other with respect;
 - follow the letter and spirit of law;
 - refrain from any unwelcome behavior that has a sexual connotation;
 - refrain from creating a hostile environment at the workplace;

- report sexual harassment experienced and/or witnessed to appropriate authorities; and
 - abide by the Company's complaint handling process.
2. Responsibilities of Individuals. It is the responsibility of all individuals to respect the rights of others and to never encourage harassment. Respecting individual rights can be accomplished by:
- refusing to participate in any activity which constitutes sexual harassment.
 - supporting anyone in their efforts to reject unwelcome behaviour. • coming forward if one is a witness to any form of harassment.

All are encouraged to advise others of behaviour that is unwelcome. Often, some behaviour is not intentional. While being unintentional does not make such behaviour acceptable, it does give the person behaving inappropriately the opportunity to modify or stop their offensive behaviour.

3. Responsibilities of Managers. All managers at the Company must ensure that no one is subject to harassment and that everyone receives equal treatment. Managers must ensure that all employees understand that harassment will not be tolerated, that complaints will be taken seriously, and that the complainant, respondent/s, or witnesses are not victimized in any way.

III. Scope and Effective Date

The Company's policy prohibiting sexual harassment of women applies to all persons involved in the operations of the Company and shall come into effect immediately. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-sexual harassment of women policy also applies to vendors, customers, independent contractors, interns, volunteers, persons providing services pursuant to a contract and other persons with whom a woman may come into contact while at the Company's workplace.

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- verbal conduct such as sexually colored remarks, epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- visual displays such as showing pornography, derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

- physical contact and advances including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- requests, threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- retaliation for reporting or threatening to report harassment;
- communication via electronic media of any type that includes any conduct that is prohibited by applicable law or by Company policy; and,
- any other unwelcome, physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment of women:

- implied or explicit promise of preferential treatment in her employment; or
- implied or explicit threat of detrimental treatment in her employment; or
- implied or explicit threat about her present or future employment status; or
- interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- humiliating treatment likely to affect her health or safety.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

IV. Internal Committee

- Sexual harassment at the workplace or other than workplace if involving employees is a punishable offence. Towards this end, a committee has been constituted by the Company to inquire into and redress complaints of sexual harassment by women employees of the Company. The committee is headed by a woman and not less than half the members of the committee are women. The committee also includes a third party, who is a representative from a non-governmental organization (or) a representative from another body or any other person, who is generally familiar with such issues. Those against whom a complaint has been filed or are under inquiry shall

be excluded from the committee. Presently, the internal committee of the Company consists of

- Presiding Officer - Shreya Ravi, Finance Head of the Company
- Members – Anil Kumar, CEO of the Company, Rini Joshua, Director of the Company.
- External Member - Mayura Balasubramanian, Founder of Craftizen Foundation

The Company has also created a centralized email account antiharassment@redseerconsulting.com, for this purpose, which will be received by all the committee members.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Complaints will be:

- responded to in a timely manner
- kept confidential to the extent legally permissible
- investigated impartially by qualified personnel in a timely manner
- documented and tracked for reasonable progress
- given appropriate options for remedial action and resolution
- closed in a timely manner.

V. Handling of Complaint

- Any woman employee who believes she is a victim of sexual harassment at workplace is required to submit a written complaint to the Internal Committee formed for the purpose in the Company as aforesaid, as soon as possible on the happening of such an incident or in any case, within a period of 3 (Three) months from the date of incident and in case of a series of incidents, within a period of 3 (Three) months from the date of last incident.
- Where the aggrieved woman is unable to make a complaint on account of physical incapacity, a complaint may be filed by her relative, friend, co-worker, an officer of the National Commission for Women or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- Where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by her relative or friend, a special educator¹, a qualified psychiatrist or psychologist, the guardian or authority under whose care she is receiving treatment or care, or any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or

¹ "special educator" means a person trained in communication with people with special needs in a way that addresses their individual differences and needs.

psychologist, or guardian or authority under whose care she is receiving treatment or care.

- Where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.
- Where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.
- At the time of filing the complaint, the complainant shall submit to the committee, 6 (Six) copies of the complaint along with supporting documents and the names and addresses of the witnesses.
- Before initiating inquiry, the committee shall take steps to settle the matter through conciliation, without monetary settlement as a basis. Where a settlement has been arrived at, the committee shall record the statement so arrived and forward the same to the Company to take action as specified in the recommendation. In case of a settlement, no further inquiry shall be conducted on the complaint by the committee.
- In case of failure to arrive at a settlement or where the aggrieved woman informs the committee that any term or condition of the settlement has not been complied with by the respondent, the committee shall proceed to make an inquiry into the complaint as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed thereunder.
- The committee shall send a copy of the complaint and related documents to the accused/respondent within 7 (seven) working days of receipt of complaint.
- Respondent is required to file his reply along with related documents within 10 (ten) working days of receiving copy of the complaint.
- The committee shall make inquiry into the complaint in accordance with principles of natural justice.
- The committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present themselves for 3 (Three) consecutive hearings convened by the Presiding Officer of the committee; provided that such termination or ex-parte order shall be passed only after giving a notice in writing, 15 (Fifteen) days in advance, to the party concerned.
- The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the committee.
- Where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to them enabling them to make representation against the findings before the committee.

- Inquiry shall be completed by the committee within 90 (ninety) days of commencement of the same.
- In conducting the inquiry, a minimum of 3 (three) members of the committee including the Presiding Officer shall be present.
- During the pendency of an inquiry, on a written request made by the aggrieved woman, the committee may recommend to the Company to— O transfer the aggrieved woman or the respondent to any other workplace; or O grant leave to the aggrieved woman up to a period of 3 (Three) months; or O restrain the respondent from reporting on the work performance of the aggrieved woman, and assign the same to another officer; O grant such other relief to the aggrieved woman as may be prescribed.

The Company shall implement such recommendations made by the committee as aforesaid. It is clarified that the leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

- On completion of inquiry, the committee shall provide a report of its findings to the Company within 10 (ten) days.
- In the event of the committee coming to the conclusion that the complaint is true, it will advise the management in writing on initiating disciplinary action against the respondent.
- The Company shall act on the recommendations of the committee within 60 (sixty) days of receipt of the same.
- Actions that may be recommended against respondent (including but not limited to): a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, termination from service or undergoing a counseling session or carrying out community service, to be awarded in the following manner.

Nature of offence	Disciplinary action
Minor	Warning Reprimand Written apology
Moderate	Withholding of promotions/increments Rescinding of bonus Community service Transfer from present location
Stringent	Compensation or deduction from salary or issue direction for payment Suspension, termination or dismissal from employment Legal action under applicable law

- However, if the management receives a complaint, which upon investigation is found to be false, appropriate disciplinary action and punishment would be taken against the employee making the false complaint.
- Any person aggrieved by the recommendations of the committee may prefer an appeal within 90 (Ninety) days in accordance with the applicable law. The Company shall provide necessary assistance to the aggrieved woman if she so chooses to file a complaint in relation to the offence under other applicable law in force.

VI. Confidentiality

The Company shall ensure that the contents of the complaint, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the committee, and the action taken by the Company pursuant thereto shall not be published, communicated or made known to the public, press and media in any manner. Any person acting in breach of this provision shall be strictly liable to punishment in accordance with law.

VII. Anti-Retaliation

The Company will not retaliate against any person for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved and under the applicable law. The Company will also take appropriate action to deter future misconduct.

Any employee determined by the Company to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

VIII. Treatment of false and frivolous complaints

- A. In order to ensure that the protections envisaged under the POSH Act are not misused, provisions for action against “**false or malicious**” complaints have been included in the Act. As per the POSH Act, if the IC concludes that the allegation made by the Complainant is false or malicious or the complaint has been made knowing it to be untrue or forged or misleading information has been provided during the inquiry, disciplinary action in accordance with the service rules of the Company can be taken against such Complainant.

- B. The action recommended should be similar to the ones proposed for the Respondent in case of substantiated complaints. The POSH Act further clarifies that the mere inability to substantiate a complaint or provide adequate proof need not mean that the complaint is false or malicious.

IX. Consensual relationships

Redseer Management Consulting Private Limited believes romantic or sexual relationships between a manager or other supervisory Employee and his or her staff (reporting directly or indirectly), could create compromising conflicts of interest at work. It is therefore in the best interest of all concerned, that if there is such a relationship, the involved parties inform management so the reporting chain can be changed to ensure no direct or indirect reporting relationship.

APPENDIX A

Sexual Harassment may include:

- Using sexually abusive or offensive language or comments on people on their gender, sexual orientation or appearance;
- Phone calls or messages on electronic mail or computer networks which are threatening, abusive or offensive to employees in a sexual manner;
- Sexual messages, text, or images which may be perceived by the recipient as creating a hostile work environment;
- Suggesting or insisting that someone wear revealing clothes;
- Intrusive questions about sexual activity, tales of sexual exploits, comments about individual's bodies or intruding on the privacy of an employee;
- Repeated requests for sexual favours, sexual advances or repeated pressure for dates and social contact, especially when person invited has refused/ ignored similar invitations;
- Sexually suggestive comments, sexually coloured propositions, insults or threats;
- Telling lewd jokes about sex or sexual orientation;
- Offensive language that insults/ demeans including using terms of endearment;
- Singing or humming vulgar songs, ballads or words.
- Graphic descriptions of pornography including graffiti in the office premises;
- Displaying of books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women/ men',
- Material that is sexual in nature, sexist or sexually explicit is displayed in the workplace, circulated, or put in someone's workplace or belongings, or on a computer or fax machine or on the internet or any other public display system or public in the work premises;
- Offensive gestures, staring, leering or whistling with the intention to insult or discomfort another;

- Even if not directly done to a particular individual, uttering a word, making a gesture or exhibiting any object with the intention that such word, gesture, or object be heard or seen by an employee;
- Sounds, gestures or display of offensive books, pictures, cartoons, magazines, calendars; or derogatory written materials at one's desk or workplace;
- Viewing, showing or mailing pornographic posters, Internet sites, cartoons, drawings; and
- Suggestive letters, phone calls, electronic instant messaging or e-mail messages.
- Intentional touching of the body, example- unwelcome hugs, kisses, brushing, fondling, pinching, patting etc.
- "Accidentally" brushing sexual parts of the body;
- Any display of affection which can make others uncomfortable or are inappropriate at the workplace even if the recipient welcomes it.
- Indecent exposure or coerced sexual intercourse.
- Sexual assault or using criminal force on any woman, intending to outrage or knowing it to be likely that he will thereby outrage her modesty.