

ANTI-SEXUAL HARASSMENT POLICY

Policy No.	Process Owner	Effective Date
SEPL/HR/010	FH - HR	04/02/2019

Purpose	<p>To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.</p> <p>We are committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afford equitable treatment. We are also committed to promote a work environment that is conducive to the professional growth of its women employees and encourage equality of opportunity.</p> <p>We 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 harassment.</p>
Scope	All categories of women employees including Managerial staff, Trainees, On roll Workmen, Contractual Workmen at its work place, Shaily Engineering Plastics Ltd. will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely.

1. Physical contact and advances ;or
2. A demand or request for sexual favours; or
3. Making sexually coloured remarks ;or
4. Showing pornography; or
5. Any other unwelcome physical ,verbal or nonverbal conduct of sexual nature;
6. Any conduct that has the purpose or the effect of interfering with the individual's work performance or creating an intimidating ,hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

Employer's liability: To provide a safe working environment at workplace / Organize workshops and awareness programmes.

Employees liability: All employees of Organization have a personal responsibility to ensure that their behavior is not contrary to this policy / All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

COMPLAINT MECHANISM

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint Mechanism in the form of "Grievance Committee" has been created in organization for time bound redressal of the complaint made by the victim.

The Committee is responsible for :

Investigating every formal written complaint of sexual harassment

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Amit Sanghvi	02-02-2019
Date:	02-02-2019	Signature	02-02-2019	Revision No.
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Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

Discouraging and preventing employment related sexual harassment.

PROCEDURE FOR RESOLUTION ,SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT

Organization Is committed to provide a supportive environment in which to resolve concerns of sexual harassment as under.

Informal resolution options

When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the Committee for redressal of her grievances. The Committee will there after provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

The Committee shall conduct such investigation in a timely manner and shall submit a written report containing the findings and the recommendations to the Competent Authority of HR Dept. as soon as practically possible and in any case ,not later than 90 days from the date of receipt of the complaint. The Competent Authority of HR Dept. will ensure corrective action on the recommendations of the Committee and keep the complainant informed of the same.

Corrective actions may include any of the following.

- Formal apology
- Counseling
- Written warning to the perpetrator and a copy of it maintained in the employees file.
- Change of work assignment/transfer for either for the perpetrator or the victim
- Suspension or termination of service of the employees found guilty of the offence.

In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the management.

CONFIDENTIALITY

Organization understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interest of the victim, the accused person and others who may report the incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Amit Sanghvi	02-02-2019
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ACCESS TO REPORT AND DOCUMENTS

All records of complaints, including contents of meeting, results of investigations and other

Relevant material will be kept confidential by Organization except where disclosure will be subjected to disciplinary or other remedial process.

- Formal apology
- Counseling

Written warning to the perpetrator and a copy of it maintained in the employees file.

- Change of work assignment/transfer for either for the perpetrator or the victim.
- Suspension or termination of service of the employees found guilty of the offence.


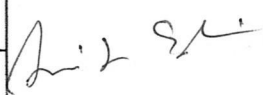
PROTECTION TO COMPLAINANT / VICTIM

Organization is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

In conclusion, Organization reiterates its commitment to providing its women employees, a work place free from harassment /discrimination and where every employee is treated with dignity and respect.

Revision History:

R00: New Release

Name:	Prepared By		Approved By		Revision Date
	Kiran Pradhan	Signature	Amit Sanghvi	Signature	02-02-2019
Date:	02-02-2019		02-02-2019		Revision No.
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