

**SEXUAL HARASSMENT AT WORKPLACE POLICY**

**POLICY STATEMENT**

Adhering to Cooper core values, the company is committed to provide and maintain a work environment free of sexual harassment.

**OBJECTIVE**

In line with corporate compliances commitment, harassment of any kind including sexual harassment is forbidden at workplace. Sexual harassment is one of the specific legally prohibited types of harassment under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 passed by Indian Parliament, provisions of which are in force effective 9th Dec 2013.

Sexual harassment is a form of workplace harassment of sexual nature that affects the dignity and self-respect of men and women at work. The policy is formed to prohibit, prevent the acts of sexual harassment at workplace and to provide the redressal mechanism for any complaints pertaining to the sexual harassment.

**POLICY SCOPE**

The Policy apply to all staff, workmen and trainees of CCPL, CMPL (hereafter called as the company) and its subsidiary units/branch offices at all locations, whether in the office/factory premises or outside on official assignment.

In case of sexual harassment of company employee as a result of an act by third party or outsider while on official duty, company will ensure necessary reasonable actions to assist the aggrieved person in terms of support and preventive measures.

**WHAT CONSTITUTES SEXUAL HARASSMENT?**

Right to life means life with dignity. Gender equality includes protection from sexual harassment and right to work with dignity. A working woman is exposed to various hazardous situations which may lead to any kind of depravity. This may violate her fundamental rights under Article 14 (Equality before law), Article 15 (Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth), Article 19 (Protection of certain rights regarding freedom of speech, etc. and Article

21(Protection of life and personal liberty) of Constitution of India and lead to breach of the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”.

Section 3 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, herein after referred to as ‘Act’, provides that no woman shall be subjected to sexual harassment at any workplace.

As defined in the Act, Sexual harassment includes any one or more of the following unwelcome behavior (whether directly or by implication) such as:

- Physical contact or advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or nonverbal conduct of a 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:

- (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) Interferes 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.

Thus sexual harassment may include sexual propositions or suggestions, overtones, hints, excessive flattery, questions of very personal nature, requests for dating, touching of a sexual nature (eg. brushing, patting, hugging, pinching or shoulder rubs, holding hands etc), sexually oriented joking, kidding, teasing, offensive or obscene scolding language or gestures, staring, whistling, display of offensive printed or soft form obscene materials, pictures, videos, clips, SMSs, MMSs, graffiti, emails etc.

#### **PROCESS FOR DEALING WITH SEXUAL HARASSMENT:**

1. The Internal Complaint Committee (referred hereafter as complaints committee or the committee) has been constituted by nomination by the Management for the purpose of sexual harassment redressal. The names of the committee members with their contact details are displayed at security gates. The tenure of the committee member shall be 3 years and in case of the separation of

any members, the management shall nominate substitute member in reasonable time. The Presiding officer shall be a senior level woman employee and at least half the members of the committee shall be women.

2. It is the obligation of all employees to report harassment experienced by them personally. It is preferred that complaints are lodged within a week's time, though complainant can lodge complaint within 3 months from the last incidence of harassment. In Specific situations justified in writing, the complainant can lodge complaint after three months period also.
3. The sexually harassed person is expected to tell the accused that his/her behavior is unwelcome and ask to stop. The aggrieved is expected to keep a record of incidences (Date, time, location, possible witnesses, what happened and her /his reaction /response) though not necessary for lodging a complaint but it can help her make a strong case against the accused.
4. The aggrieved shall be expected to file a complaint to the Internal Complaints Committee in writing as soon as possible, if the behavior does not stop and the harassment continues. The complaints shall be kept confidential.
5. Alternatively the aggrieved employee may approach any senior Management executive and such senior executive will be expected to inform a member of the committee immediately. Heads of Departments and Senior Executives at all company locations are expected to be sensitive to any circumstances or behavior amounting to sexual harassment .In case they become aware about any such incidences or receive complaint ,they should immediately inform the same in writing to the Internal Complaints Committee.
6. The person accused shall be informed about complaint against him and cautioned that no unfair acts of retaliation or unethical actions shall be tolerated from him, by any one of the committee member.
7. The committee shall ensure that a fair and just investigation is initiated within week's time. Both the complainant and allegedly accused shall be initially questioned separately with the view to verify the contentions. If required the person/s named witnesses shall be called upon.
8. A reconciliation opportunity shall be provided during pendency of the investigations. Any settlement arrived shall be taken in writing. During the pendency of investigation on request of the complainant and gravity of the

complaint, she may be sanctioned leave or seek her/his or accused's transfer to other department or location. The complainant shall be allowed to withdraw the complaint and subsequent investigations shall be abandoned.

9. Where the company is legally advised that any such incidence claimed by complainant constitutes a criminal offence under Indian Penal Code (IPC) or under any existing law of the land; it shall be duty of the members of the committee to immediately inform complainant of her right to initiate legal actions in accordance with the law. In case an aggrieved employee initiates any legal actions directly, the committee on becoming aware of such action shall be entitled to start internal investigation and recommend appropriate actions against accused.
10. The investigation shall be completed within three month's time; unless there are exceptional circumstances .The complainants and the accused shall be informed of the outcome of the investigation. The written outcome and recommendations shall be reported to top management for suitable actions.
11. If the investigation reveals the complainant has been sexually harassed as claimed, the accused will be disciplined accordingly. The disciplinary action may include transfer, withholding promotion, suspension, or even dismissal. These actions shall be in addition to any legal recourse sought by the complainant.
12. If the investigation reveals that complaint was made with a malicious intent and for maligning the individual or the company or to settle personal scores, strict and appropriate actions shall be taken against the complainant.
13. Besides the actions by committee, if the complainant chooses to legal remedies under the existing laws at any stage of investigation, the company /committee shall provide all the necessary assistance.

## **POLICY RESPONSIBILITY**

The Human Resources Department is responsible for developing and revising this policy.

This policy comes in effect from 9 December 2013.