

Sexual Harassment Policy

FOR

SHAKUMBHARI ENTERPRISES

Version 1.0

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Effective from: 01st April 2020

Employee Leave Policy

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| Owner: | CEO & MD, HR, Zonal Heads, Finance and Admin of SHAKUMBHARI ENTERPRISES. |
| Policy Review Date: | First Review date: 01 st April 2015 Second Review date: 3 rd May 2016 Third Review date: 2 nd June 2017 Fourth Review date: 2 nd June 2018 Fifth Review date: 2 nd June 2019 Sixth Review date: 2 nd June 2020 |

Document Control

This document is subject to change control and any amendments will be recorded below.

Version Awareness

The audience of this document should be aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available at [//Parasvanath/HR Polices](#). Those to whom this policy applies are responsible for familiarizing themselves periodically with the latest version and for complying with policy requirements at all times.

Sexual Harassment Policy:

1. INTRODUCTION:

1.1 SHAKUMBHARI ENTERPRISES recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

2. POLICY AGAINST SEXUAL HARASSMENT:

2.1 For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, wilfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favours, demanding sexual favour by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain -

- Implied or overt promise of preferential treatment in that employee's employment
- An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- Such conduct that is humiliating and may constitute a health and safety problem

2.2 Sexual Harassment" amounts to serious misconduct in employment under the service rules/regulations governing employment.

2.3 This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; doctors and patients; and peer relationships. SHAKUMBHARI ENTERPRISES employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

3. OBJECTIVE:

3.1 SHAKUMBHARI ENTERPRISES is strongly committed to having a workplace that ensures Equal Employment

Opportunity. SHAKUMBHARI ENTERPRISES endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favour.

4. APPLICABILITY:

4.1 This policy applies to all SHAKUMBHARI ENTERPRISES employees, In-House Consultants, Advisors and Employees on Contract. As a policy it applies to all locations, situations where SHAKUMBHARI ENTERPRISES's business is conducted, in activities run in partnership with us and to all company-sponsored social events.

5. POLICY & PROCEDURE:

5.1 The Committee against sexual harassment will be represented by minimum 50% of members being women and the committee head will be one man and one woman.

5.2 Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.

5.3 All complaints of sexual harassment shall be addressed in a confidential manner.

5.4 The Complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained.

5.5 Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.

5.6 Where the alleged conduct amounts to misconduct in employment under any SHAKUMBHARI ENTERPRISES policy, appropriate disciplinary action shall be taken.

5.7 In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to the CEO/MD.

5.8 The committee will maintain Complaints Register/Soft Copy, keeping a track of complaints received, when the process began, procedure followed and date of closure.

5.9 Action will be taken based on the recommendation of the committee and will commensurate with the degree of offence.

5.10 The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.

5.11 This policy shall be displayed prominently on SHAKUMBHARI ENTERPRISES website Portal link, ensuring that all employees are aware of the same.

5.12 The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

6. FRIVOLOUS OR FALSE CHARGES

6.1 This policy shall not be used to bring forth frivolous or malicious charges against fellow employees. The SHAKUMBHARI ENTERPRISES may take Disciplinary action under appropriate policy concerning personal misconduct as per the Code of Business Conduct and Ethics shall be taken against any employee bringing a false Accusation/ Charges of Sexual Harassment.