



Prevention of Harassment at Workplace Policy

Exicom Tele Systems Ltd.

A handwritten signature in black ink, appearing to be 'A. J.', located to the left of the first circular stamp.



A handwritten signature in black ink, appearing to be 'H. J.', located to the left of the second circular stamp.



Date of Original Policy: 1 November 2016

Date of Last Review of Policy: 1 July 2019

Version Number: 1.2

Approved By: Chief Executive officer

Approved By Board of Directors on 02.01.2020

Introduction

Exicom Tele-Systems Limited is committed to providing a safe & respectful workplace environment that enables employees to work without the fear of prejudice & harassment. This policy strictly prohibits retaliation.

SCOPE

- The Policy covers all the full time, part time, contract employees, third party employees and consultants (*whether in office premises or on assignment to any other location*) of Exicom.
- The policy covers all employees and is gender unbiased.
- The scope of the policy is to comply with all provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

OPERATING AUTHORITIES

- MD/CEO
- Head of HR and HR Department
- Internal Complaints Committee

Workplace Harassment

Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person. Some examples of harassment include:

Verbal Harassment	Physical Harassment	Written Abuse
o Unwelcome remarks, slurs, jokes, taunts or suggestions about a person's body, sex, race, age, religion, marital status, family status and physical or mental disability or other personal characteristics.	o Unwelcome: pinching, grabbing, hugging, patting, leering, and brushing against, touching or kissing. o Physical assault	o Sending offensive E-Mails / SMS /any other messages through any other media. o Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.

Sexual Harassment & Sexual Abuse

Sexual harassment & abuse includes any and all unwelcome sexually determined behavior (*whether directly or by implications*) by a manager, supervisor, co-worker or non-employee or third parties, such as the following:

- Physical contact and advances,
- A demand or request for sexual favors,
- Sexually colored remarks,
- Showing pornography,
- Offensive sexual comments, jokes innuendoes and other sexuality oriented statement.
- Any other unwelcome, physical, verbal or non-verbal conduct of sexual nature.

Sexual Harassment is emotionally abusive & can create an unhealthy, unproductive atmosphere at the workplace. Sexual Harassment cases can be classified into two categories: Quid Pro quo and creation of hostile work environment



- **Quid pro quo** (meaning this for that) forms of harassment, the person in authority demands sexual favors for getting or keeping a professional or job benefit & threaten to terminate the employee if the conditions are not met.
- **Hostile environment** arises when a co-worker or supervisor creates a work environment through a verbal or physical conduct that interferes with co-worker job performance or creates a work environment which is intimidating, hostile, offensive or humiliating & experienced as an attack on personal dignity.

Psychological Harassment

- Non-verbal threatening behavior which result in the emotional break down or mental stress and agony to another employee.
- Tactics aiming at trying to humiliate or weaken the morale of individuals or groups.

Harassment by Employees with Authority

- Abuse of authority that undermines someone's performance & threaten his or her career.
- Humiliating employee in front of co workers

Others

- Patronizing or condescending behavior
- Leering (suggestive staring) or other offensive gestures
- Practical jokes that embarrass or insult someone

Third Parties or non-Employees: Individuals, who are not employees of Exicom, but have business interactions with Exicom employees

RESPONSIBILITIES MATRIX

Management	HR Department	Immediate Supervisor/HOD
Provide a safe work environment free of any kind of harassment.	Implementation of the policy	Stop any workplace harassment of which they are aware whether a complaint has been made or not.
Create & implement a "Prevention of workplace & sexual harassment policy".	Educate employees about types of behavior that can be considered workplace harassment.	Express strong disapproval for any type of harassment.
Ensure effective implementation of the policy.	Explain procedures for filing workplace harassment complaints.	Take corrective action to prevent retaliation against the complaining party.
	Maintain confidentiality.	
	Prevent retaliation.	



ETHICAL RESPONSIBILITY TO THE COMPLAINANTS AND THE ACCUSED

If you are being harassed

- Ask the accused to stop.
- Tell the accused to cease the behavior or sexual actions which make you feel uncomfortable.
- If the accused's behavior is not modified, remind the accused that their behavior is against the Company's policy.
- Keep a record of incidents (dates, time, location, witnesses, what happened and what were your responses). It is not mandatory to have a record of events to file a complaint but records can strengthen the case.
- File a complaint as soon as possible. If after asking the accused to stop, the harassment continues a complaint to any one of the following can be made:
 - Immediate Supervisor
 - The HOD
 - Human Resource Department

If you are being accused:

- Don't ignore: If you are told by someone that your words or actions are not welcome or are considered to be harassment, don't ignore the complaint.
- Cease behavior: As a matter of courtesy, comply with the request to cease the behavior.

Violation of this Policy:

The following acts would be considered violation of this policy:

- Engaging in Harassment
- Allowing Harassment to continue: Managers/ Supervisors who allow workplace harassment to continue or fail to take appropriate corrective actions after becoming aware of the harassment maybe considered a party to the offense, even though they may not have engaged in such a behavior.
- Retaliation

Constitution of a Committee:

An Internal Complaints Committee (ICC) would be constituted with representation from:

- Human Resources
- Senior leadership
- Senior women members from the organization
- An external woman member with the knowledge and experience of having worked in this area.
- A quorum of three members is required to be present for the proceedings to take place, with the essential members being the designated chairperson of the ICC, the external woman member and one other member of the committee.

Training and Education:

The organization will ensure training for education and awareness regarding the policy for all employees. Senior leadership of the organization will be required to attend this training as a demonstration of their commitment towards the intent of this policy. The ICC members will be trained on the complete process of complaint-redressal, enquiry,



reporting for an effective implementation of this policy.

COMPLAINT REDRESSAL PROCESS

- Any employee who feels or is being harassed can submit a written complaint to any of the persons mentioned above.
- A coworker may also inform any of the members the alleged harassment by a coworker to any other employee.
- Once the complaint is received it would be kept strictly confidential.
- The committee constituted for the action will meet the complainant within five (5) working days of the receipt of the complaint, but no later than a week in any case.
- At the first meeting, the committee members shall hear the complainant and record his/her allegations.
- The complainant can also submit any corroborative material with documentary proof, oral or written material etc., to substantiate his/ her complaint.
- If the complainant does not wish to depose personally due to embarrassment of narration of the event, a lady officer for lady employee involved & a male officer for a male employee involved shall meet & record the statement.
- Thereafter, the accused may be called for deposition before the committee & opportunity would be given to him/her to give an explanation, where after, the "Enquiry" shall be conducted & concluded.

Enquiry Process

- The committee shall immediately proceed with the enquiry & communicate the same to the complainant & the accused.
- The committee shall provide a copy of Statement of allegation to the accused and give him or her opportunity to give a written explanation if he/she desires within seven days of the receipt of the same.
- The complainant shall be provided with the copy of the written explanation submitted by the accused.
- If the complainant or the accused desires any witness/es to be called, they shall communicate in writing to the committee the names of witness/es they propose to call.
- If the complainant or the accused desires to tender any documents by the way of evidence before the committee. She/he shall supply original copies of the document. Both shall affix his/her signature on the respective documents to certify these to be original copies.
- The committee shall call upon all the witnesses mentioned by both the parties.
- The committee shall provide every reasonable opportunity to the complainant & accused for putting forward & defending their case.
- The committee shall complete the enquiry within reasonable period but not beyond three months & communicate its findings & recommendations for action to HEAD – HR.

Disciplinary action

The report of the committee shall be treated as Enquiry report on the basis of which any disciplinary action on the erring employee will be decided.

Protection against Retaliation

- Regardless of the outcome of the complaint made in good faith, the employee lodges the complaint and any person providing information or any witness, shall be protected from Retaliation.
- While dealing with complaints of sexual harassment, the management shall ensure that the complainant & the witness are not victimized or discriminated against by the accused.
- Any unwarranted pressures, retaliatory or any other unethical behavior from the accused against the complainant shall be reported by the complainant to the committee.

Complaints made with malicious Intent

This policy has been evolved as a tool to ensure that in the name of justice & fair play, our employees have a forum to approach, in the event of any kind of harassment. However, if in an investigation it is revealed that the complaint was made with malicious intent & with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal or professional score, strict action will be taken against the complainant.

Other points to be considered

- Where sexual harassment occurs as a result of act or omission of third party or outsider, Exicom shall take all steps necessary & reasonable to assist the affected person in terms of support & preventive action.
- In case the committee finds the degree of offence coverable under the Indian Penal code, then this fact shall be mentioned in the report & appropriate action shall be initiated by the management, for making a complaint to the appropriate authority.

INTERPRETATION OF THE POLICY

The Head of HR Department is responsible for interpretation of this policy, in accordance with the law.

RETALIATION

Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an employee, individual or group exercising rights under this policy

DISCLAIMER

This policy supersedes all policies of similar nature & comes into force with immediate effect. The company expressly retains the right to unilaterally modify or amend this policy at its sole discretion, with or without notice to the company's employees.

