



POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

1. Policy

One Point One Solutions Limited (the Company) is an equal opportunity employer and has always maintained zero tolerance on any unethical practice including sexual harassment of women employees. The Company is committed to a healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all women employees of the Company have the right to be treated with dignity and the informal mechanism to achieve the same is already there in place. However to comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 including any statutory modification or re-enactment thereof (hereinafter referred as “the Act”) this policy has been formalized.

2. Scope and Effective Date

This Policy extends to all Employees of the Company at all Offices and Plants of the Company and is deemed to be incorporated in the terms and conditions of appointment of all employees and comes into immediate effect.

3. Definition

The following terms have the same meaning as mentioned in the Act:
i) Aggrieved Women ii) Employee iii) Internal Complaint Committee iv) Member
iv) Respondent vi) Sexual harassment and vii) Workplace.

4. Internal Complaint Committee (ICC)

- 4.1 An Internal Complaint Committee (ICC) shall be constituted by the Company to consider and redress the Complaint of Sexual Harassment at Corporate Head Quarters (CHQ) and Offices of the Company, A separate Local ICCs shall be constituted for Plants of the Company.
- 4.2 ICC shall be constituted and function, as per provisions of the Act and shall have all such powers as may be specified in the Act.
- 4.3 The Chairman and the members of ICC shall be notified separately by the Chairman of the Company.
- 4.4 ICC will not entertain any anonymous/ baseless complaints/ allegations.

5. Remedies

- 5.1 Any women employee who is being sexually harassed may submit a complaint of the alleged incident to any member of ICC in writing with his/her signature within 3 months of occurrence of incident or in case of series of incidents within three months from date of last incident. This time limit of 3 months can be extended for a further period of 3 months at the discretion of ICC.

- 5.2 Where a woman employee is not able to make a complaint on account of her physical or mental incapacity or death or otherwise her legal heir or such other person as may be prescribed may make a complaint in writing on her behalf.
- 5.3 ICC will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation.

6. Procedure to be followed by ICC

- 6.1 ICC shall maintain strict confidentiality at all level of enquiry. All complaint should be in writing to ensure consistency and accuracy. ICC should respond to the complainant within two working days from receipt of the complaint.
- 6.2 ICC shall notify in writing, the time and date of the meeting within 5 working days from receipt the complaint. The Complainant and the Respondent should be given a written notice to present themselves before ICC. A copy of the statement of the complainant should be given to the Respondent.
- 6.3 Before initiating inquiry and at the request of complainant, ICC may take steps to settle the matter between the Complainant and the Respondent through conciliation. However no monetary settlement shall be made as basis for conciliation. If settlement is arrived then no further inquiry shall take place and shall record the settlement and forward copy of the same to the Chairman within 10 days of arriving at the settlement.
- 6.4 If the Complainant or the person against whom the complaint is made desires any witnesses to be called, they shall communicate in writing to ICC the names of witnesses that they propose to call.
- 6.5 If the Complainant or the Respondent desires to tender any documents by way of evidence before ICC, they shall supply original copies of such documents. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady Officer for women employees shall meet and record the statement.
- 6.6 ICC shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- 6.7 During pendency of inquiry, on request made by Complainant ICC may recommend to the Head of Department of the Complainant or the Respondent such interim measures as are specified in the Act.



- 6.8 ICC shall complete the "Inquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Chairman within ten days of completion of inquiry. The report of ICC shall be treated as an inquiry report on the basis of which the Respondent can be awarded appropriate punishment straightaway.
- 6.9 The Chairman will direct appropriate action in accordance with the recommendation proposed by ICC within sixty days from date of its receipt.
- 6.10 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The Chairman and Members of ICC are as follows:

1. _____ (Chairperson)
2. _____ (Member)
3. _____ (Member)
4. NGO (Member)

Certified True Copy

For One Point One Solutions Limited

Head – Corporate Human Resources