

Guidelines



8.11

**SEXUAL
HARASSMENT
AT WORKPLACE**

- » RPG Group is committed to creating a safe and healthy working environment that enables the employees to work without any fear or prejudice, gender bias and sexual harassment at the workplace.

As a responsible corporate citizen, each RPG Company shall fully commit to the said stated objective and will not tolerate any form of sexual harassment at workplace and employees need to respect the dignity of women.

Each RPG Company has constituted an Internal Complaint Committee (ICC) to redress the complaints received from the women employees in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“SHW Act” or “POSH”) and Rules made there under against the employees of the Company and also any visitor to its workplace or any other person with whom the employee has to interact for the purpose of and pursuant to her employment with the Company which is in the nature of sexual harassment defined in SHW Act, including but not limited to particularly the following unwelcome acts or behaviour, whether directly or by implication:

- 01 Physical contact and advances
- 02 A demand or request for sexual favours
- 03 Making sexually coloured remarks
- 04 Showing any kind of pornography

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Any other unwelcome physical, verbal or non-verbal conduct of sexual nature or jokes of a sexual nature, which would include (though not be limited to):

(A)

Offensive flirtation or lewd or offensive remarks comments on a woman's body or appearance, sexual orientation, expression of sexual interest etc.

(B)

Invasion of personal space, such as getting too close without a reason, or brushing against or cornering the woman employee

(C)

Stalking a woman employee

(D)

Tarnishing the woman employee's reputation by rumour-mongering about her private life

(E)

Unwelcome social invitations, with sexual overtones commonly understood as flirting, including persistently asking a woman employee out, despite being turned down several times

(F)

Threats, intimidation and/or blackmail around sexual favours or advances, or against a woman employee who speaks up about unwelcome behavior with sexual overtones.

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Non-verbal conduct of a sexual nature may include the sending, sharing or display of sexually offensive or suggestive pictures, videos, objects or written materials, or gestures.

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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:

- Implied or explicit promise of preferential treatment in her employment; or,
- Implied or explicit threat of detrimental treatment in her employment; or,
- Implied or explicit threat about her present or future employment status; or,
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or,
- Humiliating treatment likely to affect her health or safety.
- A hostile or offensive work environment for a woman employee indicating the existence of sexual harassment could be created by various causes (not being the only causes for the same) such as exclusion from group activities or assignments without a valid reason; inappropriately giving too little or too much work; constantly overruling authority without just cause; unjustifiably monitoring everything that is done; blaming a woman employee constantly for errors without just cause; repeatedly singling out a woman employee by assigning her with demeaning and belittling jobs that are not part of her regular duties; sabotaging places or instruments of work; arbitrarily taking disciplinary action against a woman employee; controlling the person by withholding resources (such as time, budget, autonomy, and training) necessary to succeed etc.
- Humiliating treatment could include, but not be limited to, insults or humiliations with repeated attempts to exclude or isolate the woman employee; criticizing, insulting, blaming, reprimanding or condemning an employee in public; humiliating the woman employee in front of colleagues; engaging in smear campaigns against the woman employee etc.

- » ICC being a quasi-judicial body, having the power of the Civil Court, under Civil Procedure Court shall ensure that inquiry, proceedings, including the process of conciliation and award of compensation etc. shall always adhere to the provisions of SHW Act/Rules made thereunder.
- » ICC shall also deal with the malicious complaints made by any woman employee strictly as per the provisions of SHW Act and Rules made thereunder.
- » The RPG Companies shall ensure that the complainant shall not face retaliation from any official of the company for making any complaint under SHW Act.
- » Each RPG Company shall display, at a conspicuous place in the workplace, the penal consequences of sexual harassment and also the order constituting the ICC.
- » Where such conduct amounts to a specific offence under the Penal Code or under any other Law, the employer shall initiate appropriate action in accordance with the Law by making a complaint to the appropriate authority. In particular, employers should ensure that victims and witnesses are not victimised or discriminated against while dealing with such complaints.
- » The victims of sexual harassment shall have the option to seek transfer of the perpetrator or their own transfer, should they deem necessary.
- » Each RPG Company will develop relevant information, education, communication and training material and shall organise awareness programmes to disseminate the provisions of SHW Act and enhance the understanding among all its employees.

- » Each RPG Company shall always comply with the provisions of SHW Act and Rules made thereunder, as amended from time to time, in letter and spirit.
- » For the purpose of clause 8.11 of the Code, the term “employee” shall be understood according to the meaning ascribed to it under Section 2 (f) of the SHW Act.

