



GHV

WE BUILD VALUE

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE UNDER “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (HEREINAFTER REFERRED TO AS “THE ACT”) APPLICABLE TO THE EMPLOYEES OF GHV INFRA PROJECTS LTD.(HEREINAFTER REFERRED TO AS “THE COMPANY”)

1. COMMITMENT OF THE COMPANY:

The Company is committed to provide a work environment that ensures that every employee especially a female employee is treated with dignity, respect and afforded equitable treatment.

2. DATE OF FORMATION OF THE POLICY:

This Policy comes in to force with effect from 1/1/2025.

3. OBJECTIVES OF THE POLICY:

The objectives of the Policy are as under:

- a) to create a safe & healthy working environment for women free from any incidents of sexual harassment
- b) to promote a work environment that is conducive to the professional growth of its employees which encourages equality of opportunity.
- c) to provide protection to the women against the incidents of sexual harassment at workplace
- d) to lay down a process of lodging, accepting, processing & investigating complaints of sexual harassment against women and taking appropriate action as per the provisions of the Act.

This Policy is based up on “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”.

It is, therefore, absolutely clear that for the purpose of proper understanding, removal of any doubt & dispute and interpretation of the Policy, the actual provisions made in the Act and the rules made there under, shall be final.

4. SCOPE AND APPLICABILITY OF THE POLICY:

This Policy is applicable to the following persons:

- a) All the persons employed by the Company at any present/future Workplace/s (Offices/ /Branches etc.) for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent or a contractor, whether for remuneration or not or working on a voluntary basis or otherwise and includes a co-worker, a contract worker, probationer, trainee, intern apprentice etc.
- b) All the clients, suppliers & business associates and their employees/representatives who work within the Workplace/s (Offices /Branches etc.) or visit the Workplace/s

(Offices/Branches etc.) of the Company including any other visitors to the Workplace/s(Offices/Branches etc.).

This Policy is applicable to following premises/ locations:

a) All Workplace/s of the Company such as Head Office, Branches, if any, client's sites and any other premises & locations, etc. where Company's business activities are performed on regular basis.

b) Any places visited by the employees arising out of or during the course of employment.

c) Any social/commercial/business events & functions/meetings/gatherings/celebrations such as seminars, workshops, conferences, exhibitions, training programmes, picnics, birthday celebrations, farewell functions etc. outside the normal Workplace/s which are organised/financed/sponsored by/or on behalf of the Company including transportation provided by the Company for such purposes.

5. MAJOR DEFINITIONS UNDER THE POLICY:

The major definitions under the Policy are mentioned here under:

a) **"Aggrieved Woman"** means a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

b) **"Employer"** means any official of the Company who is responsible for the management, supervision and control of the Company's operations/business at any Workplace.

c) **"Internal Committee"** means an Internal Complaints Committee constituted by the Company, as per the provisions of the Act.

d) **"Member"** means a Member of the Internal Committee (IC) constituted by the Company.

e) **"Presiding Officer"** means the Presiding Officer of the Internal Committee (IC) constituted by the Company.

f) **"Respondent"** means a person against whom the "aggrieved woman" has made a complaint.

g) **"Sexual Harassment"**: includes any one of the following unwelcome acts or behaviour (whether directly or by implication), namely:

i) physical contact and advances, or

ii) a demand or request for sexual favours, or

iii) making sexually coloured remarks, or

iv) showing pornography, or

v) any other unwelcome verbal, non-verbal or physical conduct of sexual nature

Some of the practical examples of verbal, non-verbal & physical conducts of sexual nature against the women are as under:

- *Comments/communications regarding physical attributes
- *Narrating sexual jokes/passing lurid comments
- *Calling by sexual names/sexual comments/eve teasing etc.
- *Discussing and/or showing porn movies, fantasies, objectionable videos/pictures / WhatsApp messages etc.
- *Trolling & harassing through undesirable comments/trolling on social media
- *Asking for dates, invitation for outings & sexual favours
- *Asking personal & sensitive questions about married life etc.
- *Whistling, taunting & deliberately humiliating
- *Making cat calls/blank calls
- *Touching inappropriately /brushing/grabbing /pinching/hugging/patting on back /stalking /molesting etc.
- *Standing/sitting very close or physical confinement against one's will
- *Blocking path
- *Making sexual gestures
- *Staring frequently or for unreasonably long time
- *Sending love letters (written or through e mails/ Whats App)
- *Actual/Attempted rape
- *Any other undesirable acts or conduct of similar nature

Further, any of the following circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment also amount to sexual harassment of a woman (female employee):

- 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) interference with her work or creating an intimidating or offensive or hostile work environment for her, or
- v) humiliating treatment likely to adversely affect her dignity, health or safety
- vi) Creating an emotionally abusive, unhealthy & unproductive atmosphere

6. SEXUAL HARASSMENT PREVENTIVE MECHANISM:

The Company has created an appropriate mechanism for time bound redressal of any complaint of sexual harassment received as mentioned hereunder:

6.1. Constitution of Internal Committee(IC)

a) The Company has constituted an Internal Committee (IC) as required under the Act with effect from 1/1/2025 The present Internal Committee (IC), consists of the following members as nominated by the Company for a period of 3 years from 1/1/2025 up to 31/12/2027.

S.No.	Name /Position i.e. Presiding Officer, Committee Member and External Member	Designation	Mobile No.
1.	Ms. Nickel Fernandes Presiding Officer	Assistant General Manager (HR)	9820090120
2.	Ms. Snehal Dhavan Committee Member	Finance Executive	9869710756
3.	Mr. R. Kannan Committee Member	Director (Legal)	9820570919
4..	Mr.Dattaram Haibat External Member	NGO Member & Consulting Lawyer	9167063490

b) It is decided that at least 50% of the total IC Members shall be women.

c) The Presiding Officer and every IC Member shall hold the office for a period not exceeding 3 years from the date of their nomination by the Company.

d)The Role & Responsibility of the Presiding Officer, IC Members and External Member shall be as enumerated in the Employer's Order and the Appointment Letters issued to them.

However, they are expected to:

i)familiarise themselves with the major provisions of the Posh Act, 2013 and the Posh Policy framed by the Company.

ii)actively participate in the IC Meetings and give appropriate suggestions for measures to be taken for safety & security of the female employees in the Company.

iii)get involved in the entire process starting from receiving the complaint of sexual harassment from any female employee, analysing & investigating the complaint through conciliation /inquiry proceedings jointly with other IC Members.

iv)prepare the Conciliation/inquiry reports jointly with other IC Members.

v)take any other steps for total compliance under the Posh Act jointly with the Employer and other IC Members.

e) The Presiding Officer and/or any IC Member shall be removed by the Company from the Committee for any misconduct as specified in the Act. or for any administrative reason.

f) The IC shall be responsible for receiving, reviewing/analysing, investigating every formal written complaint of sexual harassment received and shall take appropriate steps to resolve the same as laid down in the Act/POSH Policy.

g) IC Meetings:

i)The Presiding Officer shall call IC Meetings at least once in 6 months every year .However, on receipt of any complaint , the IC shall meet at the earliest , to decide further course of action.

ii)The Presiding Officer shall give minimum five working days written notice to each and every Member, indicating the place/day/date/time of the Meeting and specifying the nature of business to be transacted in the Meeting. (Agenda of the Meeting)

iii)A quorum of minimum three members including the Presiding Officer shall be required to be present for any meeting and conciliation or inquiry proceedings.

iv)The Presiding Officer shall preside over the Meeting and conduct the proceedings of the Meeting.

v)All the decisions in the Meeting shall be taken as agreed/approved by the majority of the Members, after due deliberations.

vi)After the Meeting, the Presiding Officer shall prepare the MOM (Minutes of the Meeting) and submit a copy of the same to each and every Member. The MOM shall be placed in the next IC Meeting, discussed and confirmed by all IC Members.

vii)Each and every Member shall maintain strict confidentiality of all the matters including issues discussed and decisions taken in the Meeting as well as in Conciliation / Inquiry Proceedings, Inquiry Report etc.

Any deliberate violation of the same, if proved, shall attract disciplinary action against the concerned Member, as per the provisions of the Act.

6.2. ACTION BY IC ON RECEIPT OF ANY COMPLAINT OF SEXUAL HARASSMENT FOR RESOLUTION OF THE SAME:

A. PROCEDURE FOR LODGING A COMPLAINT:

a) Any aggrieved woman (Complainant/Victim) shall make a written & signed complaint of sexual harassment and submit it in a sealed envelope (marked as “confidential”) to the IC, within a period of three months from the date of incident. (In case of series of such incidents, within a period of three months from the date of last incident).

The IC, for the reasons to be recorded in writing, may extend the time limit not exceeding another three months, if it is satisfied that the circumstances were such

which prevented the aggrieved woman from filing the complaint within the stipulated period of first 3 months.

If necessary, the Presiding Officer or any other Member of the IC shall render reasonable assistance to the aggrieved woman (Complainant/Victim) for making the complaint in writing.

The aggrieved woman (Complainant/Victim) shall disclose in her complaint all relevant details such as name/office/dept.etc. of the respondent (Harasser/Accused) & witnesses, if any, day/date/time/place of occurrence and nature of sexual harassment etc.

b) Once the complaint is received by the IC, the respondent (Harasser/Accused) shall be informed about the complaint and a copy of the complaint shall be handed over to him within 7 working days, with instructions to submit his written reply within a period of 10 working days. It shall also be made clear that no act of retaliation or unethical action by the respondent (Harasser/Accused) shall be tolerated and that he shall extend full co-operation during the investigation of the case.

c) Where the aggrieved woman (Complainant/Victim) is unable to make a complaint on account of physical or mental incapacity etc. the Company shall facilitate her to file a complaint through her relatives, friends, co-workers, special educator, qualified psychiatrist or psychologist or an officer of National Commission for Women or State Women's Commission etc. However, the same shall have to be necessarily signed by the aggrieved woman (Complainant/Victim)

B.PROCEDURE FOR RESOLUTION OF THE COMPLAINT:

a) Informal Resolution:

When an incident of sexual harassment occurs, the aggrieved woman (Complainant/Victim) shall communicate her disapproval and objections immediately to the respondent (Harasser/Accused) and advise him to desist from such conduct in future.

If the respondent (Harasser/Accused) does not stop or if the aggrieved woman (Complainant/Victim) is not comfortable with addressing the respondent (Harasser/Accused) directly, she shall make a written complaint to the IC for redressal of the same.

(b) Formal Resolution:

i) Resolution of the complaint through Conciliation:

The Internal Committee (IC) shall, before initiating an inquiry, at the request of the aggrieved woman (Complainant/Victim) take necessary steps to settle the matter between the aggrieved woman (Complainant/Victim) and the respondent (Harasser/Accused) through Conciliation, as far as possible.

During the Conciliation process, all the concerned parties (aggrieved woman, respondent and witnesses, if any) shall be interrogated by the IC, jointly or separately.

Internal Committee (IC) shall record the settlement so arrived at by way of a Conciliation Report and forward a copy of the same to the Company to take necessary action as recommended by IC. Similarly, the copies of the same shall be provided to the aggrieved woman (Complainant/Victim) and the respondent (Harasser/Accused).

In that case, no further inquiry shall be conducted by the Internal Committee.

ii)Resolution of the complaint through Inquiry:

a) Where the respondent (Harasser/Accused) is an employee, the Internal Committee shall make an inquiry as per the service rules applicable to him and as per the provisions of the Act /Rules. Where both the parties are employees, they shall be given an opportunity of being heard, furnish any relevant details/documents/records, examine/cross examine each other or any witnesses etc. A copy of the Inquiry Report shall be made available to both of them for making representation against the findings before the Committee or for making the appeal before the Court/Tribunal.

b) For the purpose of making an inquiry, the IC shall have the same powers as are vested in a civil court under the Code of Civil Procedure ,1908, when trying a suit in respect of following matters, namely:

i)summoning and enforcing the attendance of any person and examining him on oath

ii)requesting the discovery and production of any details/documents and

iii)any other matter which may be necessary for the purpose

c)The inquiry shall be completed within ninety days.

6.3. ACTION DURING PENDENCY OF INQUIRY:

(a) During pendency of the inquiry, on specific written request made by the aggrieved woman (Complainant/Victim), the IC, may recommend to the Company to:

(i) transfer the aggrieved woman (Complainant/Victim) or the respondent (Harasser/Accused) to any other workplace of the Company or

(ii) grant special paid leave (in addition to other kinds of leave) to the aggrieved woman (Complainant/Victim) up to a period of 3 months , depending up on the circumstances or

(iii) grant such other relief as deemed necessary

The Company shall implement the recommendations made by IC within 60 days (max.) and send the report to that effect to IC.

6.4.Inquiry Report : Within 10 days after completion of the inquiry ,the IC shall prepare the Inquiry Report stating the nature of complaint ,the names/depts./addresses of all concerned parties such as aggrieved woman ,respondent ,the details of investigations carried out , its findings & recommendations etc. and submit it to the Company and to the concerned parties(aggrieved woman and respondent).

a) If the allegations against the respondent (Harasser/ Accused) are not proved, IC shall inform the Company to that effect and close the matter.

b) If the allegations against the respondent (Harasser/ Accused) are proved, IC shall recommend to the Company to take disciplinary action for sexual harassment as misconduct as per the service rules of the Company, if any.

Some of the normal disciplinary actions taken against the respondent, if found guilty, are as under:

i) Counselling.

ii) Issuing him written warning, reprimand or censure.

iii) Asking for written apology from him.

iv) Transfer him to any other Workplace.

v) Withholding his increment/s and/or promotion.

vi) Suspension from service

vii) Termination from service

viii) **Financial penalty:** IC may also recommend to the Company to recover any lump sum amount or deduct any amount, as considered appropriate, from the salary of the respondent (Harasser/Accused) to be paid to the aggrieved woman (Complainant/Victim) as financial compensation.

For determining the financial compensation, the IC shall take in to consideration relevant factors such as mental trauma, pain, sufferings & emotional distress caused to the aggrieved woman (Complainant/Victim), loss in her career opportunity due to the incident of the sexual harassment, medical expenses incurred by her for physical or psychiatric treatment, income and financial status of the respondent (Harasser/Accused) etc.

ix) The Company shall act up on the recommendations made by the IC within 60 days from receipt of the Inquiry Report.

7. PROTECTION TO AGGRIEVED WOMAN (COMPLAINANT / VICTIM):

The Company is committed to ensure that no employee who brings forward a harassment concern is subjected to any form of reprisal. Any reprisal shall be subject to disciplinary action as per the service rules of the Company.

The Company shall ensure that aggrieved woman (Complainant/Victim) and/or witnesses are not victimized or discriminated against, while dealing with complaints of sexual harassment.

8.PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE:

Where the IC arrives at a conclusion that the allegation against the respondent(Harasser/Accused) is malicious or the aggrieved woman(Complainant/Victim) or any other person making the complaint on her behalf ,has made the complaint knowing it to be false or the aggrieved woman (Complainant/Victim) or any other person making the complaint on her behalf or the witness or any other person has produced any forged or misleading details/records/documents etc or given false evidence ,it may recommend to the Company ,to take action against the aggrieved woman (Complainant/Victim) or the concerned person ,as the case may be ,in accordance with the service rules of the Company

9.CONFIDENTIALITY (PROHIBITION OF PUBLICATION OF THE CONTENTS OF COMPLAINT, CONCILIATION AND/OR INQUIRY PROCEEDINGS TO ANY THIRD PARTY NOT DIRECTLY CONNECTED WITH THE CASE):

The Company shall take strict disciplinary action in accordance with the service rules of the Company, against any person who shall disclose /publicise identity of the aggrieved woman (Complainant/Victim), respondent (Harasser/Accused) & witnesses or any details/documents in respect of the complaint, conciliation/inquiry proceedings & recommendations of IC etc. to any third party, press & media etc.

10.APPEAL:

Any person aggrieved from any recommendations made by the IC or for non-implementation of such recommendations by the Company, may prefer an appeal to the court or tribunal within a period of 90 days from the date of recommendations.

11.DUTIES OF THE COMPANY:

The Company shall be required to take following actions as provided in the Act/Rules

- a) provide a safe working environment at all workplaces which shall include safety from the persons coming in to contact at the workplace.
- b) display at all conspicuous places, the penal consequences of sexual harassment and the order constituting the Internal Committee, **abstract** of the Act and list (Name/Designation/Position /Mobile No. & e mail id) of present IC Members.
- c)organise workshops and awareness programmes for the employees and induction/orientation programmes for the members of the Internal Committee, at regular intervals.
- d)provide necessary facilities to the Internal Committee, for dealing with the complaint and conducting conciliation & inquiry proceedings.
- e) assist in securing the attendance of aggrieved woman (Complainant/Victim), respondent (Harasser/Accused) and witnesses before the Internal Committee

f) provide necessary assistance to the aggrieved woman (Complainant/Victim), if she so chooses, to file complaint under Indian Penal Code or under any other law.

g) cause to initiate action under Indian Penal Code or any other law against the perpetrator, if the aggrieved woman (Complainant/Victim) so desires, where perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.

h) treat sexual harassment as a misconduct under the service rules of the Company and initiate action for such misconduct.

i) monitor timely submission of Annual Report, by the Internal Committee, as prescribed under the Act/Rules.

12.SOME SUGGESTIONS (DOs & DONTs) TO THE EMPLOYEES:

All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to the Act and the POSH Policy.

All the employees are therefore advised to adhere to the following suggestions while dealing with their female counterparts:

a) Ensure that their behaviour with female colleagues is decent and not objectionable.

b) Develop a culture of free communication concerning professional matters as far as possible.

c) Report actual or potential breaches of the POSH Policy

d) Co-operate with IC during investigation, conciliation & inquiry proceedings

e) Ensure to maintain a good working environment free from sexual harassment, fear, worries & stress for female colleagues

f) Refrain from making false or malicious complaints or producing forged/fabricated details/documents during investigation.

g) Give due respect to the female employees and respect their dignity & right of privacy

13. DISSEMINATION OF THE POLICY:

A copy of this Policy shall be circulated among all the existing employees as well as the new employees and prominently displayed on the Notice Boards at all Workplaces.

This Policy is deemed to be a part of the terms of employment of each and every employee of the Company. A statement to that effect should be incorporated in the Appointment Letter of the new employees.

NOTE: THIS POLICY IS MAINLY BASED UP ON “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013 “

THE COMPANY RESERVES THE RIGHT TO AMEND/MODIFY THE POLICY AT ANY TIME WITHOUT GIVING ANY NOTICE OR ANY REASON THEREOF ,IN CASE OF ANY AMENDMENTS IN THE ACT AND/OR ANY OTHER APPLICABLE LAWS CONCERNING SEXUAL HARASSMENT OF WOMEN, FOR THE TIME BEING IN FORCE IN OUR COUNTRY.