

## **Policy on Preventing of “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)”**

### **Preamble:**

The management of Bimetal Bearings Limited is hereby adopting this policy for the effective implementation of the provisions of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules framed thereunder( herein after referred to as Act and Rules),

This policy will come in to force with immediate effect and shall be applicable to all the complaints of sexual harassment raised by any woman employed/engaged in the Company.

### **Objectives of the Policy:**

The policy is to ensure zero tolerance towards any behavior/conduct of sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interfaces with another’s work performance or that creates an intimidating, offensive or hostile environment. Key objectives of this policy are:

- a. To raise awareness about sexual harassment in its various forms.
- b. To evolve a well-defined mechanism for prohibition, prevention and redressal of sexual harassment cases.

### **Constitution of Internal Compliance Committee (ICC):**

In terms of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the management has decided to constitute an Internal Compliance Committee (ICC) in the Company.

### **Functions of the Internal Compliance Committee (ICC):**

- The members nominated to this committee will hold office for 3 years.
- Any aggrieved woman employee of our company may make a complaint in writing and give it to any of the members of ICC.
- The complaint in the normal course, is to be given in writing within 3 months of the incident and in case of series of incidents, it can be given within 3 months of the last incident. The ICC has the power to extend this period in case of deserving cases. The complaint should be given to any member of the ICC in person.
- The ICC will first explore the possibility of conciliating between the Complainant and the Respondent.
- If a settlement is reached in conciliation proceedings, no further enquiry is necessary.
- In case no such settlement is reached through conciliation, the ICC shall proceed to enquire into the complaint.

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- If the committee finds a clear cut case is made out, then it shall initiate the necessary further action thereon as per the service rules as applicable, after giving due opportunity to both the parties of being heard.
- The procedure will be adopted in terms of the provisions of the Act.

### **Further Enquiry:**

In addition to the functions detailed above, the Committee should conduct the enquiry and if it finds that the allegation against the respondent has been proved, it shall recommend punishment to the offender as per the service rules/Standing Orders as applicable. It also may, wherever applicable, recommend a compensation payable to the aggrieved woman or to her legal heirs.

The complaint and the proceedings of enquiry will be kept confidential by the ICC and the management.

The-Act provides that the compensation payable to the aggrieved woman should be determined taking into account the following factors.

- a. The mental trauma, pain, suffering;
- b. The loss in career opportunity;
- c. Medical Expenses for Physical or Psychiatrist treatment;
- d. The income and financial status of the respondent;
- e. Feasibility of such payment in lump sum or in installments.

### **False and Malafide Complaints:**

Where the ICC arrives at a conclusion that the allegation against the respondent is malicious or the complainant has made the complaint knowing it to be false, or the complainant or any witness has produced any forged/misleading document, strict action will be taken against the complainant and /or the witness.

### **Duties of Employer:**

As per this Act, our company is determined to provide a safe working environment at the workplace.

Sexual harassment shall be treated as a “misconduct” under the standing orders and initiate action for such misconduct.

The penal and other consequences of sexual harassments must be put up prominently in notice boards.

The order constituting the ICC must also be put up in the notice board.

