

## **Policy of Prevention of Sexual Harassment of women at workplace**

**Of**

### **Chambal Breweries & Distilleries Limited**

#### **Introduction**

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

The ‘Policy on Prevention of Sexual Harassment of women at workplace: Guidelines for Chambal Breweries & Distilleries Limited’ intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

#### **Definitions**

**“Sexual harassment”** includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely–

- a. physical contact and advances; or
- b. a demand or request for sexual favours; or
- c. making sexually coloured remarks; or
- d. showing pornography; or
- e. any other unwelcome physical, verbal or nonverbal conduct of sexual nature:

**“Aggrieved woman”** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

**“Respondent”** A person against whom a complaint of sexual harassment has been made by the aggrieved woman

**“Employee”** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

**“Workplace”** In addition to the place of work [Head office / Branch offices, Factories] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Chambal Breweries & Distilleries Limited, including transportation provided for undertaking such a journey.

**“Employer”** A person responsible for management, supervision and control of the workplace.

## **Internal Complaints Committee (Henceforth known as 'committee')**

Setup of internal complaints committee shall not required in organization where less than 10 employees are employed. Consequently Chambal Breweries & Distilleries Limited do not setup internal complaints committee But audit committee shall authorized for look the matter related to sexual harassment.

### **Manner of inquiry into complaint**

1. **Lodging a Complaint:** an aggrieved woman who intends to file a complaint is required to submit six copies of the written complaint, along with supporting documents and names and addresses of the witnesses to the Chairman of Audit committee within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident if aggrieved woman intends to file complaint against chairman of audit committee then she can file complaint to Mr. Parasram Jhamnani, Director of the company..

### **2. Redressal Process:**

- On receipt of the complaint, the Audit Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working day.
- The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1)
- The audit committee shall make inquiry into the complaint in accordance with the principles of natural justice with the help of suitable persons as deemed fit.

### **3. Termination of Inquiry:**

- The Audit committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Audit Committee, as the case may be Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.
- The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

### **relief to complainant during pendency of inquiry**

The Audit Committee at the written request of the aggrieved woman may recommend to the employer to

- i. Restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;

- ii. Restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

### **Manner of taking action for sexual harassment**

where the Audit Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counseling session or carrying out community service.

### **Action for false or malicious complaint or false evidence**

where the Audit Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer, as the case may be, to take action in accordance with the provisions of Rules of the act.

### **Confidentiality**

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act

### **Appeal**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within **90 days** of the recommendations being communicated