

**Document Title**
**Prevention of Sexual Harassment at Workplace (POSH) Policy & Process**

Version	Date	Author	Description of Changes
3.0	01 Mar 2021	Ruchi Vyas	Policy revised to give effect to provisions of law and make amendments to reflect changes in external environment.

**Validated By:**

Name	Role	Signatures
Sandeep Batra	Group President & CHRO	
Nandini Mehta	Vice President - Human Resource	
Ramesh Agnihotri	Deputy General Manager – Group Legal	
Nalina Mayegowda	Lawyer & External ICC Member	

<b>Approved By:</b>  _____  <b>Vinod Menon</b> <b>Group CFO</b> <b>Director - Finance</b>	<b>Approved By:</b>  _____  <b>Devarajan Iyer</b> <b>Chief Executive Officer</b>	<b>Approved By:</b>  _____  <b>Shital Mehta</b> <b>Managing Director</b>	<b>Approved By:</b>  _____  <b>Ramaprasad S</b> <b>President – Group Legal &amp; Corporate Affairs</b>
-------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

## **Prevention, Prohibition and Redressal of Sexual Harassment at Workplace Policy & Procedures**

### **1 Executive Summary:**

Lifestyle International Private Limited (hereinafter referred to as the Company), is an equal opportunity employer, committed to ensure a safe, secure and congenial work environment for all employees which will enable to render their services without fear of any prejudice, bias and sexual harassment.

This policy aims at –

- Ensuring the protection of Employees from Sexual Harassment at Workplace.
- Creating awareness of the Indian law in force with respect to Sexual harassment at Workplace and Company's internal policy.
- Preventing any such Sexual harassment at Workplace.
- Putting in place the redressal mechanism for complaints raised by the Employees.

### **2 Objective:**

**2.1** To ensure that the Company implements the Policy in letter and spirit by undertaking all necessary and reasonable steps to provide a safe and non-discriminatory work environment to ensure right to life and workplace dignity for its Employees. In keeping with this, the Company is committed to provide and promote a place of work that is free from sexual harassment, sexual intimidation or sexual exploitation and abide by all applicable laws of the land in this regard. It is the endeavor and goal of the Company to provide and promote a place of work that is free from sexual harassment, sexual intimidation or sexual exploitation. The Company is outlining and actively discouraging any conduct/actions / behaviors which may affect the safety and dignity of any Employee and may lead to direct/indirect harassment of any Employee at Workplace.

**2.2** The Company believes that Employees have the right to be treated with utmost respect and dignity and should have the opportunity to work in an environment free from sexual harassment, sexual intimidation or sexual exploitation. The Company shall not tolerate Sexual Harassment at the Workplace, in any form or manner.

**2.3** Sexual Harassment of Employees at Workplace, is a grave offence punishable in law which would be treated as “misconduct” under the Company's “Code Of Conduct”. Any conduct or behavior that amounts to Sexual Harassment shall result in disciplinary action as mandated by relevant Company policies and applicable laws.

**2.4** The policy is framed bearing in mind the provisions and applicability of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013, (herein from referred to as the Act) and the rules framed there under as well as the Company's Code of Conduct and other policies respecting diversity and equality in respect of hiring, promotions, conditions of service, etc.

2.5 The Company adopts a zero-tolerance policy against any such conduct that violates the guidelines set by the law.

2.6 This policy shall come into effect from *1<sup>st</sup> July 2021* and shall supersede the earlier policy.

### 3 Guiding Principles:

- a. Respect the dignity of Employees at Workplace.
- b. Endeavour to instill and develop a transparent and equal-opportunity culture at the Workplace.
- c. Provide a safe working environment free from Sexual Harassment, intimidation or exploitation.
- d. Prohibit any conduct which may lead to Sexual Harassment at Workplace
- e. Provide a redressal mechanism to put forward grievances of sexual harassment and deal with them effectively, immediately and with due regard to confidentiality.
- f. Educate and create awareness of the Policy amongst the Employees and others to whom it applies.

### 4 Applicability and scope:

- 4.1 This Policy shall be applicable to all employees of the Company including its visitors to the Workplace.
- 4.2 The respective Business Unit HR Head at the Corporate/Regions are appointed as person (s) responsible for overall administration and implementation of this policy.

### 5 Definitions:

- 5.1 **‘Complainant’** means any person and/ or Employee who alleges to have been subjected to any kind of Sexual Harassment by the Respondent and who makes a complaint in writing to the Internal Committee.
- 5.2 **‘Employee’** means: Any person (irrespective of gender) employed at the Work Place 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 Company, 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 co-worker, contract worker, probationer, trainee, apprentice or called by any other such name and visitor who visits the Company Premises.
- 5.3 **‘Employer’** for the purpose of this policy shall mean any person responsible for the management, supervision, and control of the Work place.

- 5.4 **‘Management’** for the purpose of this Policy shall mean Board of Directors or committee responsible for formulation and administration of policies.
- 5.5 **‘Internal Committee’ (IC)** means an internal complaints committee constituted by the Company under Section 4 of the Act to receive, investigate, inquire and report on Sexual Harassment complaints.
- 5.6 **‘Respondent’** means a person against whom a complaint has been filed in writing to the Internal Committee.
- 5.7 **‘Sexual harassment’** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication), such as
- 5.7.1 Unwelcome physical contact or advances including, touching, patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching;
- 5.7.2 A demand or request for sexual favors;
- 5.7.3 Sexually colored remarks or jokes;
- 5.7.4 Showing pornography;
- 5.7.5 Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.
- 5.7.6 Implied or explicit promise of preferential treatment in her/his employment;
- 5.7.7 Implied or explicit threat of detrimental treatment in her/his employment;
- 5.7.8 Implied or explicit threat about her/his present or future employment status;
- 5.7.9 Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him;
- 5.7.10 Humiliating treatment likely to affect her/his health or safety;
- 5.7.11 The following acts would also be considered sexual harassment and come under the purview of this policy. (Illustrative and not exhaustive):
- 5.7.11.1 Eve-teasing, leering, stalking.
- 5.7.11.2 Sexually colored jokes, innuendos and taunts causing or likely to cause awkwardness or embarrassment.
- 5.7.11.3 Gender based insults or sexist remarks.
- 5.7.11.4 Suggestive comments or jokes
- 5.7.11.5 Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls), text messages, e-mails or on social media.
- 5.7.11.6 Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets etc.
- 5.7.11.7 Forcible physical touch or molestation.
- 5.7.11.8 Physical confinement against one's will and any other act likely to violate one's privacy.
- 5.8 **‘Workplace’** for the purpose of this policy shall have the definition as per the Act and shall in particular, include but not limited to:
- 5.8.1 All Store, Office, Warehouse, Processing Centre, or any other work premises, where business is conducted.
- 5.8.2 All company-related activities performed at any other site away from the Company’s premises.

- 5.8.3 Any location (hotels, office transport, company sponsored events/off-sites, private parties with office colleagues, conferences, official trips, client sites, trainings, etc.) where the conduct or comments may have an adverse impact on workplace relations.

## **6. Version Control**

President – Group Legal & Corporate Affairs and Group President – Human Resources and CHRO of the Company shall be the joint custodian of this policy. Any revisions to the existing policy will require approval of both.

## **7. Constitution of Internal Committee**

- 7.1 Considering organizational spread and complexity of the Company, one or more committees called the Internal Committee (IC) shall be established by the company for administrating the policy at all regions and corporate. The Internal Committee will be constituted in accordance with the Act and shall be subject to the provisions of the Act, consisting of at least the following members as nominated by the Company from time to time.
- 7.1.1 A Presiding Officer, who shall be a woman employed at a senior level at workplace from amongst the employees (should be M1 and above)
- 7.1.2 Provided that in case senior level employee is not available, the Presiding Officer shall be nominated from other offices / administrative units / other Workplace of the Company, as the case may be.
- 7.1.3 Not less than 2 Members from amongst the employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- 7.1.4 1 member from a non-governmental organization or association committed to the cause of the of women or a person familiar with the issues relating to sexual harassment.
- 7.2 Provided, at-least one-half of the total members of the Internal Committee will be women.
- 7.3 The qualification and constitution of the Committee must be in accordance with the Act.
- 7.4 The Presiding Officer and every member of the IC shall hold office for such period not exceeding three (3) years, from the date of their nomination. Changes in the constitution of the IC whenever necessary shall be made as expeditiously as possible.
- 7.5 The order constituting IC and penal consequences of sexual harassment are to be displayed on notice board of offices, warehouses, stores and available as part of HR policies and guidelines.

- 7.6 In case the member of the IC dies or ceases to be engaged or not actively participating in investigation or not interested to be part of the IC, as case may be, with Company during period of nomination, then Company will appoint an alternative member. The Company may also reconstitute the ICC at any time as per requirement. Any addition in the committee members will need to be signed off by the Managing Director or Director of the organization. A communication on such reconstitution should be sent to all the employees.
- 7.7 The Internal committee may frame administrative guidelines from time to time for its functioning and procedures for investigating a complaint and shall be guided by principles of natural justice and applicable law or court rulings if any.
- 7.8 The Internal Committee will meet and inquire into complaints, as and when it receives a complaint and during such periodicity as it deems necessary to discharge its functions under policy.
- 7.9 The Quorum for any such inquiry/ meeting of Internal Committee shall be at-least Four (4) members personally present including the Presiding Officer.
- 7.10 The Internal Committee may seek any expert advice or assistance either internally and rely on internal teams of the company or external consultants and experts as deemed necessary.
- 7.11 The Internal Committee will work towards creating an atmosphere for promoting equality, non-discrimination, and gender justice. It will promote and facilitate measures to ensure there is no hostile environment towards employees at workplace. It will also monitor and review the implementation and effectiveness of sexual harassment policy.
- 7.12 Any member of the IC shall be removed from IC if he/she makes known to the public, press or media by means of publishing communication or in any other manner, any information in relation to the content of a complaint, the identity and addresses of the Complainant, Respondent and witness details of the conciliation and inquiry proceedings, recommendation of the IC, or the action taken against the Respondent. Such non-disclosure obligation shall not apply to information regarding the justice secured to any complainant. However, care should be taken that the name, address, identity or any other particulars that could lead to the identification of the complainant or witnesses should not be disclosed, or he/she has been convicted for an offence or an inquiry into an offence under any law for the time being in force or is pending against him/her, or he she had been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him or her, or he/she has so abused his/her position as to render his/her continuance in office prejudicial to the company's interest.

## 8 Complaint /Redressal Process:

- 8.1 Any Employee may file a written complaint of Sexual harassment at the workplace to the ICC. Format of Complaint shall be as per **Annexure A**. The IC or the concerned HR/s of the Company, as the case may be, shall provide reasonable assistance to the Complainant to have the Complaint lodged as per the format

shown at Annexure A. It shall equally be responsibility of all managers to notify a member or Presiding Officer of the IC about an incident of Sexual harassment that he/she witnesses or is brought to his/her notice by the Employee.

- 8.2 All complaints relating to Sexual harassment at Workplace shall be made as provided in the rules framed under this Policy, within a period of 3 (three ) months from the date of incident. In case of series of incidents, the complaint shall be made within a period of three [3] months from the date of last incident.
- 8.3 The ICC in its own discretion and for reasons to be recorded in writing, may extend the time limit not exceeding 3 (three ) months, if it is satisfied that the circumstances were such which prevented the Employee from filing a complaint within the said period of 3 (three) months.\
- 8.4 (i) Where the Employee is unable to make complaint on account of her physical incapacity, the complaint can be filed by –
- (a) her/his legal heir, or
  - (b) her / his relative or friend or
  - (c) her / his coworker, or
  - (d) an officer of National Commission for Women or State Women’s Commission or
  - (e) any person who has knowledge of the incident, with written consent of the Employee.
- (ii) Where the Employee is unable to make complaint on account of her mental incapacity, the complaint can be filed by –
- (a) her / his legal heir, or
  - (b) her / his relative or friend or
  - (c) a special educator or
  - (d) qualified psychiatrist or psychologists or
  - (e) the guardian or authority under whose care she / he is receiving treatment or care, or
  - (f) any person who has the knowledge of the incident jointly with her /his relative or friend or special educator or qualified psychiatrist or psychologists, or the guardian or authority under whose care she / he is receiving treatment or care.
- (iii) Where the Employee for any other reason is unable to make a complaint, a complaint can be filed by her / his legal heir or any person who has knowledge of the incident with her / his written consent.
- (iv) Where the Employee is dead, the complaint can be filed by her / his legal heir or any person who has knowledge of the incident with written consent of her / his legal heir.
- (v) An Employee may send a complaint as per Annexure A by e-mail to the POSH committee at [posh.india@landmarkgroup.in](mailto:posh.india@landmarkgroup.in). The Complaint can be submitted in hard copy document (sealed envelope) to any of the Presiding Officer and/ or any IC members.

- (vi) The Employee may seek assistance from her/his Superior, HR, or any other Employees in lodging the complaint.
- (vii) If the Complainant is unable to write the complaint, on her/his own, her/his oral complaint shall be reduced in writing by the HR or such other person as may be authorized by her/him and the same shall be authenticated by the Complainant under her/ his dated signature or thumb impression, as the case may be.
- (vii) Employees raising a complaint must be committed to talk about the issue truthfully. The Company will make efforts to ensure all complaints of sexual harassment are investigated and addressed promptly.
- (viii) To the extent possible, the Complainant should keep a record of incidents (dates, times, locations, witness, detail of incidents, SMS, call record etc.). It is not mandatory to have a record of events to file a complaint, but a record can strengthen the case and helps remembering the details over time, especially when the Complaint is not filed immediately.
- (viii) -The D&I Head of the organization will make a record of the same in the POSH Complaint Register/ File and IC will acknowledge receipt of the complaint in writing or via e-mail to the Complainant.
- (ix) The complaint should include the contact details of the complainant / victim such as name, address, contact number, department etc. In both the cases above, the written complaint/e-mail must provide the details of the incident together with the name/s of, the alleged harasser/s and the victim/s as available.
- (x) Anonymous complaints should not be encouraged by IC for investigation.
- (xi) Format of the Complaint is enclosed at Annexure A to this Policy to make the process easier and simpler for the Complainant, IC and for all the Employees.

## 9 Conciliation:

- 9.1 The IC may, before initiating an enquiry at the request of the Employee, take the step to settle the matter between him/her and the Respondent.
- 9.2 If both Complainant and Respondent have agreed for a settlement, the IC shall record such settlement and forward the same to Employer to take actions specified in the recommendation.
- 9.3 The IC shall provide copies of settlement as recorded, to the Employee and the Respondent.
- 9.4 Where a settlement is arrived, no further inquiry shall be conducted by the IC.
- 9.5 If the Employee informs the IC that the Respondent has not complied with any term or condition of the settlement or if no settlement is reached after the conciliation process, an inquiry into the complaint shall be made by the IC.



## 10 Conducting of Inquiry by the IC:

10.1 The Complainant shall submit to the IC the complaint along with the supporting documents and the names and the addresses of the witnesses. The complaint shall contain all the relevant material and the relevant details concerning the alleged Sexual harassment including the name(s) of the Respondent as per Annexure A.

**10.2 Notice of Enquiry and communication to the Complainant and the Respondent:** The D&I Head of the organization will make a record of the same in the POSH Complaint Register/ File and IC will acknowledge receipt of the complaint in writing or via e-mail to the Complainant within three (3) working days from the date of receipt of complainant. Within a period of 7 (seven) working days from the receipt of the complaint, the IC shall send one copy of the complaint to the Respondent. The Respondent shall file his/her reply to the complaint along with his/her documents, name, addresses of the witness within a period of ten (10) working days from the date of receipt of complaint.

**10.3 Enquiry Process:** The IC will take immediate necessary action to cause an inquiry to be made into the complaint in accordance with the principles of natural justice. A email communication shall be sent with respect to the enquiry consisting of date, location and time of the enquiry. The venue of the enquiry should be decided taking into consideration the convenience and security of the Complainant. Both the Complainant and the respondent will be given an equal opportunity to be heard. No Advocate / legal practitioner shall be permitted to represent the Complainant or the Respondent. A copy of the findings of the IC shall be made available to both the parties enabling them to make representation against the findings of IC.

**10.4 Answering Sensitive Questions:** Considering the sensitivity of the case and privacy of the Complainant and witnesses, IC shall allow the cross examination to be conducted on Q & A. Such Q & A shall be in writing and duly signed by the Complainant & Respondent.

**10.5 Recording of the Proceedings:** All proceedings of the inquiry shall be recorded in writing and shall be duly signed by Complainant, Respondent and witnesses.

10.6 The IC shall, in relation to the complaints filed by an Employee, have the power of a civil court as provided under the code of civil procedure, 1908 (5 of 1908 ) in respect of the following matters

10.6.1 Summoning and enforcing the attendance of any person and examining him/her on oath.

10.6.2 Requiring the discovery and production of the documents.

10.6.3 Any other matter which may be prescribed.

**10.7 Ex-Parte enquiry:** The ICC shall have the right to conduct and or terminate the inquiry proceedings to give an ex-parte decision on the complaint, after giving advance

notice of 15 (fifteen) days in writing, if the complainant or respondent fails without sufficient cause to present themselves for 3 (three) consecutive hearings convened by the Presiding Officer. The IC will make every effort to complete the inquiry within a period of 90 (ninety) days of receipt of complaint by the IC.

**10.8 Interim relief during Pendency of Enquiry:** The IC during the pendency of the inquiry, on the written request of the Complainant shall recommend to the Employer:

- (i) to transfer the Complainant or the respondent to any other workplace, or
- (ii) grant leave to the Complainant up to a period of 3 (three) months or
- (iii) Restrain the Respondent from reporting on the work performance of the Complainant or writing his/her confidential report and assign the same to another officer.
- (iv) Grant such other relief to the Complainant as may be prescribed.

10.9 The leave from work granted as above would be in addition to the leave sanctioned under the leave policy of the Company.

10.10 The Employer will implement the recommendations of the IC on interim reliefs and send the report of such implementation to the IC.

## **11 Submission of findings of the IC (Investigation Report):**

11.1 On completion of an inquiry under this policy, the IC shall provide a written report of its findings to the Managing Director/ Employer, within a period of ten (10) days from the date of completion of the inquiry and such report shall be made available to the complainant and respondent under acknowledgement.

11.2 The inquiry report shall specify the details of the charge(s) against the Respondent, the relevant statements made, and evidence rendered by the parties and documents submitted thereto during the enquiry and based upon which the findings were arrived at by the IC.

11.3 If the IC finds no merit in the complaint, it shall record its reasons for its conclusions and recommend that no action is required to be taken in the matter. In case the IC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Employer that no action is required to be taken in the matter.

11.4 In the event that the Committee finds the Respondent guilty of Sexual harassment, it shall recommend justifiable and equitable disciplinary action /punishment against the Respondent as per applicable service rules / standing orders/ his/her appointment terms, as the case may be. In case the Respondent is a contract/ agency worker or vendor or consultant or such other person, the forfeiture of such contract and award of penalty, apart from any other legal remedy as applicable to the facts and circumstances of the subjected complaint.

11.5 The final report shall be signed by the Presiding Officer of behalf of the Committee.

11.6 The Employer shall implement the recommendation of the ICC within 60 (sixty) days of its receipt by them.

## 12 Guidelines for Disciplinary Action:

12.1 The IC shall frame Inquiry Guidelines from time to time as per the Policy for conducting the Inquiry of complaints of Sexual Harassment and to give recommendations on disciplinary action/punishment, in case the Respondent is found guilty. For the purposes of this policy, disciplinary action for the sexual harassment may result in any one or more of the following. However, the penalties listed below are not exhaustive but indicative only

### 12.1.1 Minor Punishment:

- 12.1.1.1 Written apology.
- 12.1.1.2 Warning Letter.
- 12.1.1.3 Reprimand or censure
- 12.1.1.4 Debarring from supervisory duties.
- 12.1.1.5 Undergoing counselling session

### 12.1.2 Major Punishment:

- 12.1.2.1 Withholding or stoppage or delay of pay rise or increments/promotion.
- 12.1.2.2 Termination from service.
- 12.1.2.3 Transfer to any other company / business location.
- 12.1.2.4 Deduct salary/wages /adjust Full & Final Settlement of the Respondent such sum as IC may deem appropriate.
- 12.1.2.5 Determine compensation to be paid to the aggrieved woman as per Section 13(3)(ii) of the Act
- 12.1.2.6 Demotion.
- 12.1.2.7 Dismissal with forfeiture of Gratuity, etc.
- 12.1.2.8 IC can recommend support to take criminal action against the accused.
- 12.1.2.9 Any other punishment that ICC may deem appropriate at that time.

## 13 False or Malicious complaint and false evidence:

13.1 Where the IC arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant, with a malicious intent, has made the complaint knowing it to be false or the Complainant has produced any forged or misleading document, it may recommend to the Employer of the Complainant, as the case may be, to take action against the Complainant in accordance with the provisions of Section 14 of the Act or the service rules as applicable to the Complainant, or if no service rules are available, in consideration of the gravity of the malicious intent. Malicious intent on part of the Complainant can be established only after an inquiry

13.2 A mere inability to substantiate a complaint or provide adequate proof must not be inferred as malicious complaint and under such circumstances will not attract action against the Complainant.

13.3 Where the ICC arrives at a conclusion that during the inquiry any witness has given any false evidence or produced any forged or misleading document, it may recommend to the Employer of the witness, to take action in accordance with the provisions of the service rules applicable to the witness.

#### **14. Confidentiality:**

14.1 Special privacy safeguard will be applied to the investigation and complaints will be handled on the confidential “need to know” basis. A pseudonym may be used in place of the complainant name.

14.2 All involved in the proceeding under this policy including the parties, witnesses, facilitators, IC member shall be under a duty to respect and maintain confidentiality. A format of Non-Disclosure is enclosed as **Annexure B** to this Policy.

14.3 The Contents of the complaint made, the identity and addresses of the Employee, Respondent and witnesses, any information related to conciliation and inquiry proceedings, recommendation of the IC; and the action taken by the Employer under the provision of this Policy shall not be published, communicated or made known to the public, press and media in any manner.

14.4 However, information may be disseminated regarding the justice secured to any victim of Sexual harassment under this policy without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Employee and witnesses.

14.5 The Presiding Officer and Investigating member of the IC shall sign a Non-Disclosure Declaration during constitution of the Committee. Complainant, Respondent and witnesses shall be signing the Non-Disclosure declaration during start of the investigation process.

14.6 Any person who is entrusted with the duty to handle or deal with the complaint, inquiry or recommendations or action under this Policy and contravenes the provisions of confidentiality will be liable for penalty as the service rule of the Company or shall pay a fine of INR 5000 (Rupees Five Thousand only) to the Employer.

#### **15. Victimization / Retaliation:**

15.1 The Employer will ensure that any Employee subjected to Sexual harassment or any Employee giving evidence in connection with an instance of Sexual harassment is not victimized or discriminated against while dealing with complaints of Sexual harassment and /or in his/her career in the company.

15.2 No Employee will be subjected to retaliatory action relating to his or her report of any alleged sexual harassment.

15.3 The Employer shall forbid and take necessary steps to prevent any form of retaliation against witnesses. Even where the witness is found to be false and malicious, action shall be taken against him/her as defined in this policy.

## **16 Appeal:**

16.1 The Complainant or the Respondent, if aggrieved by the findings and recommendation of the IC or non-implementation of IC recommendations, may file an appeal to a court or tribunal in accordance with the Act, within a period of ninety (90) days of the recommendations.

## **17 Annual Report:**

17.1 ICC shall prepare an annual report at the end of the financial year and submit such report to the Employer and to the district officer as required under the Act. The annual report will contain information of complaints received from Aggrieved women.

17.2 The Annual report shall contain the following details

- (i) number of complaints of Sexual harassment received in the year.
- (ii) number of complaints disposed off during the year.
- (iii) number of cases pending for more than ninety (90) days.
- (iv) number of workshop or awareness programmes against Sexual harassment carried out, and
- (v) nature of action taken by the Employer or district officer.

## **18. Awareness:**

18.1 The Company shall conduct training sessions, workshop, awareness programmes for sensitizing the employees, with the provisions of the Act and on Sexual harassment. It is mandatory that all employees should attend these awareness programmes / training sessions.

18.2 The Company will provide necessary facilities to the IC established by the Company / for dealing with the complaints and conducting an inquiry.

18.3 The Company will provide assistance in securing the attendance of Respondent and witnesses before the IC.

18.4 The Company will make available all the necessary information required by the IC.

18.5 The Company shall provide assistance to the Complainant if she/ he chooses to file a complaint in relation to the offence under the Indian Penal Code 1860, or any other law for the time being in force.

18.6 A copy of this policy on prevention of Sexual harassment at the Workplace and the rules framed under this Policy shall be put up on the notice board of the Company and is also available on the intranet of the Company along with other HR Policies and Guidelines. For any clarification on this Policy an Employee can approach the HR Department.

ANNEXURE A

**SEXUAL HARASSMENT INCIDENT REPORT/COMPLAINT FORM**

**Complaint Date:** \_\_\_\_\_

**Instructions:** Complainant need to fill the form and submit to the Presiding Officer or Internal Committee of the respective region. The complaint can be mailed to [posh.india@landmarkgroup.in](mailto:posh.india@landmarkgroup.in)

*[Complainant to ensure not to leave any space blank. Please mention "Not Known" wherever the information is not known to the Complainant. The information provided on this form will assist in the investigation process. Please feel free to give details of all related incidents. Employee may seek assistance of her/his Superior, HR Business Partner, Member of the POSH Internal Committee in completing this form. The investigation will be kept confidential unless required to be disclosed under the applicable law]*

**DETAILS OF COMPLAINANT:**

<b>Name</b>		<b>Designation</b>		<b>Department</b>	
<b>Location Name</b>		<b>Company</b>		<b>Date of Joining</b>	
<b>Contact No.</b>		<b>Email ID</b>			
<b>Communication Address</b>					

**DETAILS OF RESPONDENT:**

<b>Name</b>		<b>Designation</b>		<b>Department</b>	
<b>Location Name</b>		<b>Company</b>		<b>Date of Joining</b>	
<b>Contact No.</b>		<b>Email ID</b>			
<b>Communication Address</b>					
<b>Relationship of the Respondent to the Complainant (Manager/Co-worker/Client/Agency/Customer/Other)</b>					

### Details of Incident

<b>Date</b>		<b>Approx. Timing</b>		<b>Venue/Location</b>	
<b>Witness Name (If Any)</b>		<b>Witness Contact No.</b>		<b>Witness Company</b>	
<b>Details of supporting Docs of the Incident shared (WhatsApp/ Chat / Text messages / Emails / Letters/Eye- witnesses /Photos/ If others pls mention)</b>					

*\*\*Complainant can attach multiple sheets for capturing multiple incidents related to the complaint*

**Nature of incident / harassment to be explained in detail.**

I certify that the above facts are true to the best of my knowledge. I will cooperate fully in the investigation process and provide relevant details.

**Signature of Complainant**

**ANNEXURE B**  
**FORMAT OF NON - DISCLOSURE**

To,  
PO  
IC – < Region >  
<Location Name / City >

**NON - DISCLOSURE DECLARATION**

I <<Name>> \_\_\_\_\_, aged about \_\_\_\_ years, S/o/ D/o/ W/o \_\_\_\_\_, working at \_\_\_\_\_ do hereby state and declare as follows :

I am working in capacity of \_\_\_\_\_ in the Company.

I am aware about the complaint of Sexual Harassment at workplace lodged at \_\_\_\_\_ and I am required / summoned to participate in the inquiry being conducted by the Internal Committee of \_\_\_\_\_ (Company) in capacity of being the Complainant / Respondent / Witness/s.

I hereby undertake that I shall maintain absolute confidentiality of any and all information, materials, documents etc., disclosed to or otherwise acquired or observed by me, whether communicated in oral, written or in any form whatsoever, during my participation in the said inquiry proceedings. I shall not, under any circumstances, disclose any information to any person (including my Manager/ Supervisor/ Colleagues) whomsoever at any point of time, unless I am mandated by any law to disclose such confidential information before any Court or public authority, which has sanction of law under which such information can be disclosed.

I fully understand that in the event of any direct or indirect breach of the confidentiality, the Company has right to construe such breach as a gross violation of law and Company's Code of Conduct and I shall be liable for the disciplinary action as per Company's policies, including termination of my services with the Company.

I hereby declare that this my name and signature and what is stated above is true.

Date:

Place:

Full Name & Signature