

POLICY AGAINST SEXUAL HARASSMENT

1. Preamble

The Government of India has enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act, 2013 to provide protection against sexual harassment of women at workplace and for the prevention of and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Eveready Industries India Ltd. (the Company) is committed to providing a safe working at the workplace maintaining a positive climate at work in an atmosphere free from sexual harassment. All allegations of sexual harassment will be taken seriously by the Company. Hence this Policy against Sexual Harassment (“Policy-SH”) has been formed to prevent the occurrence of such acts of harassments at the workplace by providing appropriate redressal mechanism available for complaints of sexual harassment.

2. Objective

This Policy-SH is intended to establish acceptable standards of behaviour in the organisation with a view to maintain a positive climate, free from coercion and intimidation at the workplace in relation to sexual harassment. Sexual harassment is a misconduct and will not be tolerated by the Company.

3. Applicability of the Policy

The Policy-SH is applicable to all employees engaged with the Company either on permanent or contractual or temporary basis. These standards apply while working on our premises, at offsite location where the business of the office is being conducted, at social events or any other place an employee and/or person engaged with the Company represents the Company.

4. Sexual Harassment Defined

All allegations of sexual harassment will be taken seriously by the Company. Sexual harassment-at work place has been defined as including “unwelcome” acts or behavior (whether directly or by implication) as:

- Physical contact and advances; or

- Demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

5. Prevention of Sexual Harassment

No woman should be subjected to sexual harassment at the work place.

The following circumstances, among other circumstances, if occur or are present in relation to or connected with any act or behaviour of sexual harassment as defined above may also amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about present or future employment status;
- Interference with work or creating an intimidating or offensive or hostile work environment;
- Humiliating treatment likely to affect health or safety.

6. Redressal Mechanism for sexual harassment complaints by female members

6.1 Internal Complaints Committee (“ICC”)

The Company has by an order in writing, constituted an Internal Complaints Committee (ICC) to look into the sexual harassment complaints by female members of the Company.

6.2 Complaint Mechanism

- The aggrieved female member may make in writing, a complaint of sexual harassment in writing or send the same by email on email id- mygrievance@eveready.co.in
- Where the complaint has not been made in writing then the Presiding Officer or any member of the ICC will render all reasonable assistance to the female member to make the complaint in writing or send by email.
- A complaint should be made within 3 (three) months from the date of the incident of sexual harassment or in the case of series of incidents, within 3 (three) months from the date of the last incident.

- The ICC, for reasons to be recorded in writing, may extend the time for making a complaint to a further period of 3 (three) months.
- Where the female member is unable to make a complaint on account of her physical or mental incapacity or death or for any other reason her legal heir or such other person authorized under law may make a complaint on her behalf.

6.3 Preliminary Inquiry, Conciliation and Settlement

- Within 5 (five) working days of receiving the complaint the ICC shall meet to examine the complaint made by the female member
- On the request of the complainant in writing, the ICC may take steps to settle the matter between the complainant and the respondent by conciliation. No monetary settlement shall be made as a basis of conciliation
- Where a settlement has been arrived at between the complainant and the respondent the ICC shall record the settlement and forward a copy of the settlement along with its recommendation to the Executive Committee. The Executive Committee shall implement such recommendation of the ICC and send a report of implementation to the ICC within 15 (fifteen) days
- A copy of the settlement shall also be provided to the complainant and the respondent

6.4 Process of Inquiry

- In case no settlement is arrived at between the parties or the terms of settlement have not been complied with by the Respondent, the ICC shall proceed with the inquiry.
- The ICC shall have the powers vested in a civil court under the Code of Civil Procedure, 1908 to:
 - Summon and enforce the attendance of any person and examining him / her on oath
 - Require discovery and production of documents
- The ICC shall give an opportunity to complainant and respondent of being heard and make representations before the ICC
- The ICC shall complete the inquiry within 90 (ninety) days and shall submit a report of its findings to the Executive Committee within 10 (ten) days thereafter. The report of findings shall also be shared with the complainant and the respondent

6.5 Interim Reliefs

- During the pendency of inquiry and on a request in writing made by the female member / complainant, the ICC may make any of the following recommendations to the Executive Committee
- Transfer the complainant or the respondent to another location
- Grant leave to the complainant up to a period of 3 (three) months. The leave so granted will be in addition to the leave the complainant would otherwise be entitled to
- Grant any other relief to the complainant specified in the Rules made under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The Executive Committee shall implement such recommendation of the ICC and send a report of implementation to the ICC within 7 (seven) days

6.6 Findings of the Committee and Action Required

- Where the ICC arrives at a conclusion that the allegations against the respondent have not been proved it shall recommend to the Executive Committee that no action is required to be taken against the respondent
- In case the ICC comes to a finding that the allegation was false or malicious or the complainant has produced forged documents as evidence it shall conduct an inquiry against the complainant / witness and may recommend to the Executive Committee the action to be taken against the complainant / witness. The Executive Committee shall implement the decision of the ICC and will send a report of the implementation to the ICC
- In case the ICC comes to a finding that the allegation against the respondent has been proved, it shall recommend to the Executive Committee
- To take action for sexual harassment as misconduct as it deems appropriate. Appropriate action against the respondent for such misconduct would include reprimand, written apology and / or termination of services without notice. The respondent will not be entitled to any compensation for the notice period
- To deduct from the salary / wages of the respondent such compensation as determined by it to be paid to the female member / complainant or her legal heir or direct the respondent to pay the amount. The compensation shall be determined by the ICC keeping in mind the following:
 - Mental trauma, pain, suffering and emotional distress caused to the female member
 - Loss to career opportunity due to the incident of sexual harassment

- Medical expenses incurred by the female member for physical or psychiatric treatment
- Income and financial status of the respondent
- Feasibility of such payment in lump sum or in installments
- The Executive Committee shall act upon the recommendations made by the ICC within 60 (sixty) days of receipt
- In case the Executive Committee is unable to make such deduction from the respondent's salary / wages due to his being absent from duty or cessation of employment it may direct the respondent to pay such compensation to the female member

In case the respondent fails to make the payment as directed by the Executive Committee then the ICC may forward the order for recovery of sum as required.

6.7 Appeal

Any person aggrieved by the decision of the ICC or the non-implementation of the ICC's recommendations by the Executive Committee may prefer an appeal within 90 (ninety) days of such decision as prescribed in the Rules under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This provision shall come into force when appropriate Rules are framed under this Act.

7. Confidentiality

- All parties concerned shall maintain strict confidentiality in respect of all aspects of the complains including but not limited to the contents of a complaint, the identity and addresses of the complainant, respondent and witnesses, recommendations of the committee and the action taken by the Executive Committee. Such action shall not be published or made known or disseminated in any form either privately or in any public media.
- Any breach of the confidentiality provision by any person shall be liable to penalty.

8. Policy Affirmation

All members are required to abide by this policy.

9. Training regarding Policy against Sexual Harassment

- A detailed training regarding the Policy against sexual harassment shall be designed and all members of the ICC will be required to undergo such training.
- The training program will contain:
 - Understanding the definition of sexual harassment

- Gender sensitisation
- Do's and don'ts - General Guidelines in terms of use of language and code of conduct
- Examples and case studies
- Discussion on appropriate behaviour
- Complaint Mechanism

10. Duties

- The Executive Committee shall provide necessary facilities to the ICC for dealing with complaints and conducting an inquiry.
- The Executive Committee shall assist in securing the attendance of the respondent and the witnesses before the ICC.
- Provide assistance to the female member in cases of sexual harassment if she chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.
- The Executive Committee shall monitor the timely submission of annual reports by ICC to the Executive Committee and the District Officer.



Sandeep Banerjee

CHRO

ANNEXURE

The ICC Committees is as follows:

HO, Kolkata Plant & East region committee

Title	Name	Designation
Presiding Officer	Debosmita Basu	DGM Human Resources
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Shampa Ghosh Ray	Company Secretary & Head Legal
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

Matia Plant

Title	Name	Designation
Presiding Officer	Shampa Ghosh Ray	Company Secretary & Head Legal
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Mridul Kumar Gogoi	DGM Personnel
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

Lucknow Plant

Title	Name	Designation
Presiding Officer	Shampa Ghosh Ray	Company Secretary & Head Legal
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Sandeep Guha	Sr Manager Personnel
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

Haridwar Plant

Title	Name	Designation
Presiding Officer	Shampa Ghosh Ray	Company Secretary & Head Legal
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Sandeep Guha	Sr. Manager - Personnel
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta



Maddur Plant

Title	Name	Designation
Presiding Officer	Shampa Ghosh Ray	Company Secretary & Head Legal
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Nagesh S	Manager Personnel
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

West Region

Title	Name	Designation
Presiding Officer	Rekha Rajendran Bhagwat	Manager Human Resources
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Shampa Ghosh Ray	Company Secretary & Head Legal
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

South Region

Title	Name	Designation
Presiding Officer	Shwetha Venkatesh	Manager Human Resources
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Shampa Ghosh Ray	Company Secretary & Head Legal
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

North Region & Noida Plant

Title	Name	Designation
Presiding Officer	Shampa Ghosh Ray	Company Secretary & Head Legal
Member	Goutam Sengupta	Sr General Manager Taxation
Member	Abhay Kumar Singh	Manager Human Resources
External Member	Suchishmita Ghosh Chatterjee	Advocate, High Court at Calcutta

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