



**PUNJAB CHEMICALS  
AND CROP PROTECTION LTD.**

# **POLICY ON PREVENTION OF SEXSUAL HARRASMENT AT WORK PLACE**

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**1. Commitment:**

Punjab Chemicals and Crop Protection Limited is committed to provide:

- Work environment that ensures every employee to be treated with dignity and respect.
- Healthy working environment that enables employees to work without fear of prejudice, gender bias and encourages equality of opportunity.
- Assurance of no sexual harassment in any form to the employees and to take necessary steps to ensure that its employees are not subjected to any form of harassment.

**2. Scope:**

This policy applies to all categories of employees of the Company including permanent, temporary, trainees and employees on contract (whether in the office premises or outside while on assignment).

**3. Work Place:**

It includes:

- a) All offices or other premises where the Company's business is conducted.
- b) Any social business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

**4. Definition of Sexual Harassment:**

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

- a. unwelcome sexual advances (verbal, written or physical),
- b. demand or request for sexual favours in return for employment, promotion, examination or evaluation of a person towards Company's activity,
- c. any other type of sexually-oriented conduct viz. eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy,
- d. verbal abuse or 'joking' that is sex-oriented,
- e. any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment to an employee belonging to other sex.

**5. Responsibilities regarding Sexual Harassment:**

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

**6. Complaint Mechanism:**

An appropriate complaint mechanism in the form of “Complaint Redressal Committee” has been created in the Company for time-bound redressal of the sexual harassment complaint made by the victim.

**7. Complaint Redressal Committee:**

Initially, and till further notice, the “Complaint Redressal Committee” will comprise of the following members. The quorum of the Committee for conducting any enquiry shall be atleast three members, out of which at least two members will be of the same gender as that of the complainant.

- a. VP (HR & Admn.).
- b. Lady Officer from Accounts & Secretarial.
- c. Member of NGO or Advocate (probably of same gender of the victim).
- d. Representative of the Worker Union.
- e. The responsible Officer from the concerned unit of the victim.

The “**Complaints Redressal Committee**” is responsible for:

- Investigating every formal written complaint of sexual harassment incidents.
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- Discouraging and preventing employment-related sexual harassment.

8. Procedure for Resolution, Settlement or Prosecution of Acts of Sexual Harassment:

- 8.1 Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the "Complaints Committee" in writing with his/her signature within 10 days of occurrence of incident.
- 8.2 The "Complaints Committee" will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- 8.3 The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- 8.4 At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- 8.5 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an

explanation, where after, an Enquiry" shall be conducted and concluded.

8.6 In the event, the complaint does not fall under the purview of sexual harassment or the complaint does not mean an offence of sexual harassment, the same would be dropped after recording the reasons thereof.

8.7 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

**9. Enquiry Process:**

9.1 The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.

9.2 The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.

9.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.

9.4 If the Complainant or the person against whom complaint is made desires any witness to be called, they shall communicate in writing to the Committee the names of witness whom they propose to call.

9.5 If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person

against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

- 9.6 The Committee shall call upon all witnesses mentioned by both the parties.
- 9.7 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- 9.8 The Committee shall complete the "Enquiry" within a reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Managing Director / VP (HR & Admn.). The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- 9.9 The Managing Director / VP (HR & Admn.) will direct appropriate action in accordance with the recommendation proposed by the Committee.
- 9.10 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

**10. Corrective Action:**

- 10.1 Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate

appropriate action in accordance with law by making a complaint with the appropriate authority.

10.2 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

10.3 Corrective action may include the followings:

- a) Formal apology.
- b) Counselling.
- c) Written warning to the perpetrator and a copy of it maintained in the employee's file.
- d) Change of work assignment / transfer for either the perpetrator or the victim.
- e) Suspension or termination of services of the employee found guilty of the offence.

**11. Confidentiality:**

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

**12. Access to Reports and Documents:**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential



by the Company except where disclosure is required under disciplinary or other remedial processes.

**13. Protection to Complainant / Victim:**

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

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