

# **BHEEMA CEMENTS LIMITED**

## **POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORK PLACE**





## Contents

1. Background.....	2
2. Purpose & Scope.....	2
3. Important definitions.....	2
4. Responsibilities Regarding Sexual Harassment.....	3
5. Raising of complaint.....	3
6. Prohibition on disclosure of information.....	4
7. Protection to Complainant.....	4
8. Conclusion.....	4





## **PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY**

### **1. Background**

**BHEEMA CEMENTS LIMITED** (hereinafter referred to as the "Company") provides equal opportunity and a harassment free workplace notwithstanding race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability, as the case maybe. Thus in order to create such a safe and conducive work environment, this Policy has been framed, in line with the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" of India (hereinafter referred to as the "Act") and existing rules framed thereunder namely the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (hereinafter referred to as the "Rules").

### **2. Purpose & Scope**

Purpose of this policy is 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.

This policy extends to all employees including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, seconded and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours.

### **3. Important definitions**

(a) "Aggrieved Individual" means in relation to a workplace, a person, of any age, whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent and includes contractual, temporary employees and visitors.

(b) "Complainant" is any aggrieved individual (including a representative as more fully described under Rule 6 of the said Rules, if the aggrieved individual is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy.

(d) "Employer" means person who are responsible for management, supervision and control of the workplace including appointment/removal/termination of employees and will include 'Director and General Manager'.

(e) "Internal Committee" means and includes an Internal Complaints Committee (hereinafter referred to as the "committee").





(f) "Presiding officer" means the presiding officer of the Internal Complaints Committee and shall be a woman employed at a senior level at the workplace amongst the employees.

(g) "Respondent" means a person against whom a complaint of alleging sexual harassment has been made under this policy.

(h) "Parties" means collectively the complainant and the respondent.

(i) "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,
- c. any other type of sexually-oriented conduct,
- 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.
- f. Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment although the intention of the individual might not be to offend the other person.

(j) "Workplace" means establishments, enterprises, institutions, offices, branches, premises, locations or units established, owned, controlled by the Company or places visited by the employees out of or during the course of employment including accommodation, transportation provided by the employer for undertaking such journey.

#### **4. 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.

#### **5. Raising of complaint**

The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace.

The complaint must be lodged within 3 months from the date of incident/ last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.





Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent.

- Legal heir, relative or friend
- Co-worker
- Any person having the knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

Wherever possible Bheema Cements Limited ensures that all the complaints of harassment are dealt with speedily, discreetly and as close as possible to the point of origin.

## **6. Prohibition on disclosure of information**

This policy prohibits any person from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings during the proceedings under the provisions of the Act. Any violation thereto shall also be subject to applicable disciplinary action as outlined in Employee Handbook.

## **7. Protection to Complainant**

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.

## **8. Conclusion:**

In conclusion, the Company encourage a culture of respect, diversity, and inclusion where all employees feel valued and supported regardless of gender, race, or background and effectively prevents sexual harassment and create a safer and more productive work environment for all employees.

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