



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

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### **I. COMMITMENT:**

Our Company [Craftsman Automation Limited] is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity.

The Company will not tolerate any form of sexual harassment irrespective of gender and is committed to take all necessary steps to ensure that its employees, especially women, are not subjected to any form of harassment. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

### **II. SCOPE:**

This policy has been adopted as per the requirement of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ["POSH Act"] read with Rule 13 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ["POSH Rules"] applies to all categories of employees of the Company, including permanent management and workmen, temporary staff, trainees and employees on contract at their workplace or at customer's sites and also to the women visitors to the workplace be it suppliers, vendors, professionals, consultants, business associates et al.

The workplace includes:

1. All offices or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

### **III. 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:

1. unwelcome sexual advances (verbal, written or physical),
2. demand or request for sexual favours,
3. any other type of sexually-oriented conduct,
4. verbal abuse that is sex-oriented or 'lewd joking'.
5. any conduct which results in outraging or compromising employee's modesty and / or has the purpose or any such abusive conduct that has the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions. For the sake of clarity, it is reiterated that any conduct by visitor to the workplace which results in outraging or compromising employee's modesty or any conduct by an employee which results in outraging or compromising visitor's modesty at the workplace is also considered as Sexual Harassment.

#### **IV. 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 visitors to the workplace have a 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.

#### **V. COMPLAINT MECHANISM:**

An appropriate complaint mechanism in the form of "**Internal Complaints Committee**" has been created in the Company for time-bound redressal of the complaint made by the victim.

#### **VI. INTERNAL COMPLAINTS COMMITTEE:**

The Company has instituted an Internal Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. This committee shall be constituted for all the administrative units, branches, offices of Craftsman Automation Limited across India.

Initially, and till further notice, the Internal Complaints Committee will comprise of the following four members out of which at least half of the members shall be women:

- a senior level woman employee as the Presiding Officer;
- minimum 2 employees within the organization, who are committed to the cause of women, or have experience in social work, or have legal knowledge; and

- a member from a non-governmental organization or association committed to women's cause or familiar with issues of sexual harassment.

The constitution of the committee and its members can be viewed on the website of the company or can be found on the notices displayed at each of the workplace locations.

The Internal Complaints Committee is responsible for:

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

The quorum of the Internal Complaints Committee at the time of conducting an enquiry shall be at least three members including the Presiding Officer.

## **VII. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:**

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

### **A. Conciliation:**

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Internal Complaints Committee for redressal of their grievances. Before initiating an inquiry, the Committee may at the request of the complainant settle the matter with the respondent through conciliation between the two parties, however this conciliation shall not be in the form of a monetary settlement. The Internal Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

### **B. Complaints & Resolution Process:**

1. An employee or visitor with a harassment concern, who is not comfortable with the conciliation options or has exhausted such options, may make a formal complaint to the Internal Complaints Committee or any member of the Internal Complaints Committee constituted by the Board of Directors of the Company comprising of six copies of the complaint, supporting documents and names and address of the witnesses if any. The complaint shall have to be in writing and can be in form of a letter, preferably within 3 months from the date of incident/last incident, sent in a sealed envelope. The Internal

Complaint 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. Alternately, the victim can send complaint through an email. The victim is required to disclose their name, department, division and location they are working in or visiting, to enable the Presiding Officer to contact them and take the matter forward.

2. On receipt of the complaint, the Internal Complaints Committee, as the case may be shall send a copy of the complaint to the respondent being the harasser within seven working days. The respondent shall file a reply to the complaint along with list of supporting documents, names and addresses of witnesses within 10 working days from the date of receipt of complaint by Complaints Committee.
3. If the Presiding Officer of the Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Internal Complaints Committee.
4. 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.
5. The Internal Complaints Committee shall conduct such inquiry in a timely manner in accordance with the principles of natural justice not later than 90 days from the date of receipt of the complaint. On the completion of an inquiry, the Internal Complaint Committee shall provide a report of its findings to Chairman and Managing Director, within 10 days from the date of completion of enquiry and such report will be made available to concerned parties. The Committee shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 in respect of matters specified in the POSH Act.
6. The Vice President HR & Administration will ensure corrective action on the recommendations of the Internal Complaints Committee and keep the complainant informed of the same.

Corrective or Penal action against the respondent if proven guilty may include one or more of the following:

- a. Seeking Formal written apology
- b. Recommending Counselling sessions
- c. Issuing Written warning
- d. Reprimand or Censure
- e. Withholding of promotion or pay rise or increments
- f. Change of work assignment / transfer for either the perpetrator or the victim.
- g. Suspension or termination of services
- h. Carrying out community service

7. The parties shall not be allowed to bring in any legal practitioner or represent them in their case at any stage of the proceedings before the Internal Complaints Committee.
8. The Internal Complaints Committee may terminate the inquiry proceedings or give an ex-parte decision on the complaint if the complainant or respondent fails, without sufficient cause to present himself or herself for three consecutive hearings, by giving a written notice fifteen days in advance to the parties concerned.
9. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management or appropriate action in the case of the Complainant being a visitor.
10. Every proceeding conducted and decision made by the Internal Complaints Committee shall be documented by the Presiding officer and maintained as part of the other records of the Company for a period of eight years.

#### **VIII. 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

#### **IX. 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.

#### **X. 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.

## **XI. MEETING OF INTERNAL COMPLAINTS COMMITTEE AND PREPARATION OF ANNUAL REPORT:**

The Internal Complaints Committee shall meet as and when the complaint will be received and prepare the Annual report as prescribed under Section 21 of the POSH Act read with Rule 14 of the POSH Rules and submit the same to the Board of Directors of the Company, comprising the following information:

- a. Number of Complaints of sexual harassment received during the year
- b. Number of Complaints disposed off during the year
- c. Number of cases pending for more than 90 days
- d. Number of workshops or awareness programmes against sexual harassment carried out
- e. Nature of action taken by the Employer.

## **XII. REPORTING TO BOARD AND DISCLOSURE IN BOARD'S REPORT:**

The Chairman and Managing Director shall confirm the status of compliance of POSH Act and POSH Rules to the Board of Directors of the Company on a quarterly basis.

The Board of Directors of the Company shall disclose in the Board's Report, the compliance status relating to constitution of Internal Complaints Committee under the POSH Act with effect from 31 July 2018 as required under Section 134 of Companies Act, 2013 read with Rule 8 of Companies (Accounts) Rules, 2014.

## **XIII. TRAINING AND DISPLAY OF NOTICES:**

It shall be the duty of the employer to conduct training sessions, organize workshops and ensure notices are displayed as prescribed under Section 19 of POSH Act read with Rule 13 of POSH Rules.

## **XIV. APPEAL:**

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

## **XV. CONCLUSION:**

In conclusion, the Company reiterates its commitment to providing its employees and visitors a workplace and environment free from harassment/ discrimination and where every person is treated with dignity and respect.



[www.craftsmanautomation.com](http://www.craftsmanautomation.com)

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