

PHAARMAISA LIMITED		Human Resource Dept
Version - 01	POLICY ON SEXUAL HARASSMENT	Original

Aim & Objective

- *To provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.*
- *To ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere.*
- *To maintain harmonious working environment.*
- *To comply the statute requirement.*

A. SCOPE AND EFFECTIVE DATE

This policy is extended to all employees working in the organization at all locations. This will come in to force with immediate effect i.e. 1st February, 2014 as per the laid down of guidelines of the appropriate authority (government) and the policy incorporated to that effect.

B. SAILENT FEATURES

This policy will include all definition conditions as per the notification dated 9th December, 2013 by Ministry of Women and Child Development though the same has not been expressed specifically. However, specific guidelines to be followed in compliance with the notification are as under:-

C. SEXUAL HARRSHMENT INCLUDES

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

2. An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
3. The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
4. Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.
5. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:
 - Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail; Verbal abuse of a sexual nature;
 - Touching or grabbing of a sexual nature;
 - Repeatedly standing too close to or brushing up against a person;
 - Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
 - Giving gifts or leaving objects that are sexually suggestive;
 - Repeatedly making sexually suggestive gestures;
 - Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
 - Off-duty, unwelcome conducts of a sexual nature that affects the work environment.
 - A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser.
 - The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

D. **REDRESSAL COMMITTEE:-**

This policy is applicable to all departments, divisions, locations of the M/s Pharmasia limited and comes into effect from 1st February 2014, for addressing the issues arising out of and falling within the meaning of sexual harassment as defined hereinabove. This will be addressed by the committee appointed for the said purpose at each location separately. The committee will be headed by a chair person and two other members on a ratio of 2:1 (female: male).

E. REDRESSAL PROCESS:-

- The complainant should submit written complaint duly signed within 10 days of the event.
- The committee record the complaint in prescribed the register.
- Committee will hold the meeting within 5 days on the complainant matter.
- Proceeding will conduct by recording the statements , documentary proof either oral / written
- The other party will be called for the enquiry / deposition / asked to give explanation against the complaint.
- Both parties will be given opportunities to heard and submit there say or to defend the allegations or to prove the incidences.
- All documents, statements submitted by them should be duly signed on each with original copies.
- Committee will call upon the witness for cross examination and verification.
- Committee will extend reasonable opportunity and time for leaving evidence or defending their respective cases.
- The committee will submit written report documenting all events and findings to HR Dept / Management.
- Appropriate action in accordance with the committees report and recommendations will be initiated.
- If it proved guilty appropriate disciplinary action will be imposed as deemed fit and approved by the committee. Following are the course of disciplinary action to be initiated if found guilty.
 - Formal apology.
 - Counseling.
 - Written warning to the offender and a copy of it in the employees personal file for records.
 - Change of work assignment/ transfer for either of the offender or the victim.
 - Suspension or termination of services.
- In the event, the allegation does not fall under the purview of sexual harassment or the allegation does not mean an offence of sexual harassment, the committee will record the finding with reasons and communicate the same to the complainant
- If not guilty the complaint will be disposed of with mutual consent with appropriate action against the complainant for his / her malafied intention if any proved to de-fame or tarnish the image of the other person.

F. MEETINGS:

1. The committee will meet as and when called for to analysis assess over all working situations, suggestions, representations.
2. Committee will record all such events and meetings in the prescribed register to produce the same as and when called for or demanded as per the statute.

G. CONCLUSION:-

This policy will framed with basic contents the same will be amended altered or any exclusion or inclusions addition deletion as and when and from time to time.

Sd/-

CHAIRMAN

Sd/-

MEMBER

Sd/-

MEMBER