

POLICY ON PREVENTION OF SEXUAL HARASSMENT OF EMPLOYEES IN HGS (INDIA) LIMITED

1.0 POLICY

1.1 HGS (INDIA) LIMITED, (HGSI), is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the company have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

1.2 The Supreme Court has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment. Accordingly, the Govt. of India passed Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and notified rules thereof.

2.0 SCOPE AND EFFECTIVE DATE

2.1 This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect on 01.07.2020.

2.2 Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance;
- iii) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv) act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- v) Conduct of such an act at work place or outside in relation to an Employee of HGSI, or vice versa during the course of employment; and
- vi) any unwelcome gesture by an employee having sexual overtones

2.3 "Employee" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.



