

STEL Holdings Limited

**ANTI SEXUAL
HARASSMENT POLICY**

POLICY
ANTI SEXUAL HARASSMENT

Preface

In terms of the provisions of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 the company has in place an Anti Sexual Harassment Policy in line with the requirements of the said Act and that all employees (Permanent, contractual, temporary, trainees) are covered in this policy.

Objective

1. To educate the employees about what act/conduct constitutes Sexual Harassment and has been formulated to prohibit, prevent or deter the commission of acts of Sexual Harassment at workplace, and in the event of such an occurrence, to enable a fair mechanism for dealing with such conduct.
2. To create a safe and healthy environment for employees.
3. Redressal of complaints of sexual harassment

Scope

1. Extend to all the employees of Stel Holdings Ltd.
2. Sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-
 - a) Physical contact and advances
 - b) Demand or request for sexual favours.
 - c) Making sexually coloured remarks.
 - d) Showing pornography.
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:---

- a) Implied or explicit promise of preferential treatment in her employment
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating an intimidating or offensive or hostile work environment for her.
- e) Humiliating treatment likely to affect her health or safety.

Constitution of Local Compliance Committee

In a district, a committee known as Local Complaints Committee (LCC) has to be constituted. (Section 6(1) of Act).

The Local Complaints Committee is to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than 10 workers or if the complaint is against the employer himself. (Section 6(1) of Act).

As the number of employees in Stel Holdings Ltd is less than 10, the Company need not constitute a Internal Compliance Committee

Procedure

Any aggrieved women may make in writing a complaint of sexual harassment at workplace to the Local Committee within 3 months from the date of incident or the date of the last incident in case of a series of incidents. In case the women cannot write, the Presiding officer/Chairperson/ any member of Local Committee shall render all reasonable assistance. (Section 9(1) of the Act).

The Local Committee can extend the time limit not exceeding another 3 months if it is satisfied that the circumstances were such which prevented the woman from filing the complaint within the said period.

If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs or such other person as may be prescribed may do so. (Section 9(2) of the Act).

Upon receipt of the complaint, the LCC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or where no such service rules exist, in accordance with rules framed under the Act (Section 11(1) of the Act).

The LCC can forward a complaint to the Police for registering the case under Section 509 of the IPC and any other relevant provisions of the IPC within 7 days. (Section 11 (1)) In the event of non compliance by the respondent of the terms and conditions of a settlement agreed upon and when the aggrieved woman informs the LCC about it, the LCC may make an inquiry or forward the complaint to the Police.(Section 11(1)).

On completion of inquiry the LCC will provide a report of the findings to the employer or the District Officer within 10 days from the date of completion of the inquiry and such report will be made available to the concerned parties. (Section 13(1) of the Act) and the LLC can make the following recommendations to the District Officer/Employer on completion of enquiry:

- I. If the LCC arrives at the conclusion that the allegation against the respondent has not been proved, it will recommend to the employer and the District Officer that no action is required to be taken. (Section 13(2) of the Act).
- II. If the LCC arrives at the conclusion that the allegation against the respondent has been proved, it will recommend to the employer and the District Officer, the following as per Section 13(3):
 - To take action for sexual harassment as a misconduct in accordance with the provisions of the service rule applicable to the respondent or where no such service rules have been made , in such manner prescribed
 - To deduct from the salary or wages of the respondent such sum to be paid to the aggrieved woman or to her legal heirs
 - In case the employer is unable to make such deductions from the salary of the respondent due to his being absent or cessation of employment, the LCC may direct to the respondent to pay such sums to the aggrieved woman.
 - In case the respondent fails to pay the sum, the LCC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District officer. (Section 13 (3) ii of the Act)
- III. If the ICC or LCC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer to take action against the woman or the person who has made the complaint. (Section 14(1) of the Act.)

The employer or the District Officer have to act upon the recommendations within 60 days. (Section 13(4) of the Act)

Conciliation and Settlement

Before initiating an inquiry, the LCC may and at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1) of the Act)

Where such a settlement has been arrived at, the LCC, record the settlement and forward the same to the employer or the District officer to take action as specified in the recommendation (Section 10(2) of the Act).

The LCC shall provide copies of the settlement to the aggrieved woman and the respondent (Section 10(3)).

Where a settlement is arrived at, no further inquiry shall be conducted by the LCC. (Section 10(4) of the Act).

Consequence in case of false allegations

If the LCC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules. (Section 14(1) of the Act.)

Amendment

The Company reserves its right to amend or modify the policy in whole or in part, at any time without assigning any reason whatsoever.
