

Policy Number	PREVENTION OF SEXUAL HARASSMENT POLICY	Date of Release
HR -1.		January 01, 2015

1 Objective & Scope:-

- a) This objective of this policy is to create a mechanism for prevention, prohibition and redressal of sexual harassment so that women can work with dignity and equality in a safe environment.
- b) It is applicable to all employees of KDDL Ltd. including employees of business partners and contractors working on company premises.

2 Definition of Sexual Harassment

- a) Physical contact and advances or a demand for sexual favours
- b) Making sexually colored remarks or showing pornography
- c) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- d) Implied or explicit promise of preferential treatment in his/her employment
- e) Implied or explicit threat of detrimental treatment in his/her employment
- f) Humiliating treatment likely to affect his/her health and safety

3 Internal Complaints Committee

- a) The Head of each unit/administrative office of KDDL shall constitute an internal complaints committee (hereinafter referred to as ICC) comprising of 3 to 5 members including a presiding officer.
- b) The Presiding officer of the ICC should be a senior lady employee with minimum 50% of the committee being women members. Preference to be given to members who are sensitive to this issue or have legal knowledge or social work exposure.
- c) The ICC members shall be nominated for a maximum tenure of three years after which a fresh nomination will be made and all nominations will be advised to Corporate HR.

4 Code of proceedings of Internal Complaints Committee

- a) The ICC will act upon a written complaint and where necessary guide the complainant in framing a written complaint. Such complaint should be received within three months of the incident having occurred but in case of special circumstances the presiding officer can extend this date by another three months. The presiding officer can further permit the legal heir or authorized nominee to represent the aggrieved person if the case so merits.
- b) The ICC will follow proper inquiry procedures and for this purpose will be vested with the following powers:-
 - i) Summoning and enforcing the attendance of any person and examining him/her under oath.
 - ii) Requiring the discovery and production of documents and any other matter which may be prescribed.





5 Protection and Confidentiality of complainant

- a) During the inquiry, the ICC upon request from the aggrieved person can recommend to the management her transfer to any other workplace or sanction of special leave up to a maximum of three months or any other relief. This special leave shall be in addition to the entitled leave of the complainant.
- b) Identity of aggrieved person, witnesses, information relating to the conciliation and proceedings and recommendation of the ICC shall not be published, communicated or made known to the public or press in any manner.

6 Malafide Complaint

- a) A simple inability to substantiate a complaint need not be treated as malafide, but if it is proved that the complaint was made with malicious intent and/or evidence has been tampered with, the ICC can recommend disciplinary action against the complainant.

7 Complaint Settlement

- a) Settlement of a complaint must be done within 90 days from date of receipt
- b) If proved, disciplinary action will be recommended against the respondent by the ICC and if the respondent fails to comply with the same or separates from the organization, the case details can be forwarded to the Local Complaints Committee formed by the Government to take appropriate action.
- c) While finalizing a settlement, principles of natural justice should be followed and in case of a monetary penalty, the trauma of the aggrieved person and the financial capability of the respondent should be taken into account.
- d) Upon settlement, a report in the prescribed format is to be submitted by the ICC to Corporate HR.

8 Appellate Authority

- a) The CEO will nominate an appellate authority for redressal of any complaint where the complainant may feel that adequate redressal has not been done or the accused feels that he/she has not been given a proper hearing.
- b) In all such cases, the ICC will present the case details and their actions to the appellate authority.

9 Guidelines

- a) All units to prominently display the names of the ICC with contact details as well as give wide publicity to this policy.
- b) The ICC members should be formally trained in conducting inquiries.




REPORT FORMAT FOR INTERNAL COMPLAINTS COMMITTEE			
Complaint No.	Date Received	Date of Report	
Details of Complaint			
Investigation Method			
Key Findings			
Recommended Actions			
Actions Taken			
Closure with Complainant			
<i>Attach all investigation reports/relevant notes/communications</i>			
ICC Team Members	Name & Designation	Date	Signature
Presiding Officer			
ICC Member			
ICC Member			

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[Signature]

[Signature]

APPROVAL NOTE					
From	HC-HR	For	CEO	Dated	May 16, 2015
Subject	Constitution of POSH committee members for Northern Units				

It is legally mandatory for each unit/office of KDDL to have a Prevention of Sexual Harassment Committee as per these basic guidelines:-

1. It should be a 3 to 5 member committee reporting to the Administrative in-charge of the unit and can have members from other group units/companies also.
2. It should have 3 women members in the 5 member committee and should be presided over by a senior lady executive who is sensitive to these issues.

Accordingly, following committee members are being proposed for approval by CEO for the KDDL units.

KDER + KHIM2

1. Ms. Namita Sharma – **Presiding Officer**
2. Ms. Rajendri Sharma
3. Ms. Taruna Gupta
4. Mr. Sangeet Malhotra
5. Mr. Ravi Manocha

KCEN + KPAC

1. Ms. Aman Ghuman - **Presiding Officer**
2. Ms. Rajendri Sharma
3. Ms. Bharati Sharma
4. Mr. Om Prakash Saini
5. Mr. Sangeet Malhotra

TTPA

1. Ms. Namita Sharma- **Presiding Officer**
2. Ms. Rajendri Sharma
3. Ms. Lakshmi
4. Mr. Avtar Dhiman
5. Mr. Sangeet Malhotra

KHAN 1 + KHAN 2 + EIGEN

1. Ms. S. K. Manjula- **Presiding Officer**
2. B Sridevi Siddaraj
3. B Gajendrasingh
4. L.Manushree
5. S.R.Jayanna

Kind approval of CEO is requested for circulation of names and formally informing the members

B. I. Singh - (HC-HR)

CEO