

SINGER INDIA LIMITED

POLICY AGAINST SEXUAL HARASSMENT AT WORKPLACE

1. OBJECTIVE

Singer India Limited (“the Company”) is committed to provide a healthy and safe working environment that enables all employees to be treated with respect and dignity. The company aims to promote and ensure a culture that will enable all its employees to work without fear of gender bias and sexual harassment.

The objective of this policy is to establish that inappropriate behavior of a sexual nature, and / or retaliation will not be tolerated at Singer and to set forth procedures for resolving such allegations.

All employees shall have access to this Policy at any given point of time and clarification related to this policy shall be addressed by the HR Department of the Company.

The Company shall display a notice stating the names of the Internal Complaints Committee Members at a conspicuous place in the office.

2. ROLE OF THE INTERNAL COMPLIANTS COMMITTEE

The Committee shall decide whether the facts contained in the complaint make out a case of “sexual harassment”. The role of the committee will be to establish that inappropriate behavior of a sexual nature, and / or retaliation will not be tolerated at Singer and to set forth procedures for resolving such allegations.

3. INTERNAL COMPLAINTS COMMITTEE (“COMMITTEE”)

Every complaint received shall be forwarded to the Committee formed under the Policy for redressal. The investigations shall be carried out by the Committee constituted for this purpose. The Committee has been constituted of the following members as nominated by the Company.

1. Ms. Alpana Sarna (also Presiding Officer)
2. Ms. Madhu Vij
3. Mr. Subhash Chand Nagpal
4. Mr. TV Rajan

At least one-half of the Members shall be women.

The Presiding Officer and every member of the Internal Complaints Committee shall hold office for such period, not exceeding three years, from the date of their nomination and can be reappointed for further term(s).

A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a female.

A Presiding Officer or any Member of the Internal Committee shall be removed from the Committee and the vacancy so caused shall be filled by fresh nomination, if

- (a) The contents of the complaint and identity of the aggrieved person, respondent and witnesses, any information related to conciliation and inquiry proceedings, recommendations of the Committee and the action taken by the Company is published, communicated or made known to the public, press and media in any manner; or

However, the information may be disseminated regarding the justice secured to any victim of sexual harassment without disclosing the name, address, identity or any particulars to lead to the identification of the aggrieved person and witnesses.

- (b) Has been convicted for an offence or an inquiry into an offence under any law is pending against him/her; or
- (c) Has abused his/her position as to render his/her continuation in office prejudicial to the public interest.

4. SCOPE

Application of Policy

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or otherwise whether male or female. The policy would apply inside the Office but also outside office on official duty (workshops, field work, group holidays/excursions organized by Company, interviews/meetings with outside people and any other activity organized by Company outside the office including the period of travelling for such activity).

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 including while travelling.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

Who can file the complaint?

Any aggrieved person on his/ her own behalf can file the Complaint in writing. The complaint must be made within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The period within which one can file the complaint can be extended to another period of three months for the reasons to be recorded in writing by the Internal

Committee, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

If the aggrieved person is unable to file the complaint on account of any physical or mental incapacity, then subject to satisfactory establishment of the incapacity, any of the person on behalf of such aggrieved person, any of his/her guardian(s), friend, relative, co-worker, an officer of the National Commission for Women or State Women's Commission or any person who has knowledge of the incident may file the Complaint to whom written authority is provided by the Aggrieved person.

Against whom complaint can be filed

The Policy against sexual harassment includes sexual harassment by fellow employees, supervisors, managers as well as agents, contractors, customers, vendors and visitors including outsource employees. Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

Sexual harassment as addressed in this Policy need not necessarily be from a male to a female employee, it can be vice versa as well as between individuals of same gender.

1. WHAT WOULD MEAN SEXUAL HARASSMENT?

According to the latest Indian Law on The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Sexual harassment as defined includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) i.e.

1. Physical Contact or advances
2. A demand or request for sexual favors
3. Making sexually colored remarks
4. Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings; or
5. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Following circumstances amongst other circumstances mentioned above may constitute sexual harassment if it occurs or is present in relation or connected with any act or behavior of sexual harassment:

- i. implied or explicit promise of preferential treatment in their employment;
- ii. implied or explicit threat of detrimental treatment in their employment;
- iii. implied or explicit threat about their present or future employment status;

- iv. interfering with their work or creating an intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.
- v. humiliating treatment likely to affect the health and safety of the aggrieved person.

Harassment does not require intent to offend. Inappropriate conduct meant as a joke, a prank or even a compliment can lead or contribute to harassment.

This is only an indicative list of the possible acts which could be treated as sexual harassment and in no way is an exhaustive list.

In addition to the instances mentioned hereinabove, any other acts or behaviour, which outrages the modesty of the aggrieved person, will be considered as sexual harassment.

2. POWERS & DUTIES OF THE COMMITTEE

On receipt of the complaint, the Committee shall decide the date, time and place of hearing to the Complainant and Respondent.

The Committee shall have the power to summon witnesses and call for documents or any information from any employee.

If the Committee has reason to believe that an employee is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, or calling for such documents or information as may be specified in the written notice.

Upon production of documents / information called for by it, the Committee shall have the power to retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.

The Committee may, before initiating an enquiry at the request of the aggrieved person attempt to settle the matter through conciliation. However, the Committee shall ensure that –

- a. Monetary settlement will not be made as a basis of conciliation
- b. Where a settlement has been arrived, the settlement terms shall be signed by both the parties and shall be provided with a copy of it.

The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against /

victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

The Committee shall have the right to terminate the enquiry or give ex-parte decision on the complaint if the Respondent or Complainant remains absent for three (3) consecutive hearings without sufficient cause.

If the allegation against the Respondent has not been proved, the Committee may recommend that no action need to be taken in the matter.

The Committee, during the investigation may assume the power of a Civil Court.

The Committee shall meet once in six-months to monitor and review the actions taken.

The Committee shall prepare an annual report with the following details and shall submit the same to the Company to include in its Annual Report:

1. Number of complaints of sexual harassment received during the year;
2. Number of complaints disposed of during the year;
3. Number of cases pending for more than Ninety (90) days;
4. Number of workshops or awareness programs against sexual harassment carried out;
5. Nature of action taken by the employer.

3. PROCEDURE TO BE FOLLOWED FOR DEALING WITH THE COMPLAINT

An aggrieved person may file a complaint with all necessary documents, if any, under this Policy by sending an email at ethics@singerindia.net within three months from the date of incident or such extended period as may be granted by the Committee keeping in mind the seriousness of the incident.

The Management will forward such written complaint to the Committee within two working days.

The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide. The complainant shall sign the complaint.

The Committee shall also direct the accused employee to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide.

Each party shall be provided with a copy of the written statement(s) submitted by the other.

The Committee shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.

The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

Minutes of all proceedings of the Committee shall be prepared and duly signed by the presiding officer of the Committee.

The Committee shall make all endeavors to complete its proceedings within a period of thirty (30) days from the date of receipt of Complaint. However, the maximum time allowed to the committee to submit its findings shall be three (3) months.

The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the HR Department, within a period of five (5) days from completion of the proceedings before it.

The Committee shall monitor the follow-up action to be taken by the HR Department on receipt of the Report of the Committee.

In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

If the Internal Complaints Committee arrives at the conclusion that the allegation against the accused person has been proved, it shall recommend to:

- a. Take action for sexual harassment as misconduct.
- b. To tender written apology to the complainant, issue warning, withholding of promotions / increments of the accused person, terminating the accused person.
- c. To deduct from salary / wages of the accused person or issue direction for payment; such sum as it may consider appropriate to be paid to the aggrieved person or to their legal heirs, as it may determine.
- d. Any other measure in the view of the Committee is just and proper.

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting him/ her as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the HR Department, with reasons and with recommendations of the action to be taken against such person.

The parties shall not be allowed to bring any Legal Practitioner to represent them at any stage of the proceedings before the Committee.

False Accusations

If the Internal Complaint Committee comes to a conclusion that the allegation was made with malicious intent or the aggrieved person or any other person making the complaint on behalf of the aggrieved person produced false or forged or misleading documents to prove his/her case, the Internal Complaint Committee may recommend action to be taken against the person who has made the complaint, including termination of service, imposition of penalties. In such a case, malicious intent has to be established after an inquiry, before any action is recommended. A mere inability to substantiate a complaint or provide adequate proof would not attract action as provided herein. A similar recommendation for taking action would be recommended against any witness whom the Internal Complaint Committee concludes, that he/she has given false evidence or produced forged or misleading documents.

4. CONFIDENTIALITY

All proceedings, including the statements and other material put as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that throughout the investigatory process to the extent practicable and appropriate, the parties before it and their representatives shall maintain strict confidentiality in all respects.

- Complaints made anonymously will also be investigated to the extent possible.

- Any employee who, in good faith, reports a possible violation of this policy shall be protected from any form of retaliation.

5. POLICY IMPLEMENTATION & REVIEW

The Policy will be implemented & reviewed by HR Department. The Company reserves the right to amend, abrogate, modify, rescind/ reinstate the entire policy or any part thereof from time to time.

The HR Department shall conduct awareness/orientation programs within the Company at regular intervals.

6. MISCELLANEOUS

The decision of the Committee on any matter within its competence shall be considered final.

In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the HR Department, for making a police complaint in respect of the same.

In case of sexual harassment of any employee by any person not employed by Singer, the HR Department shall take all steps necessary and reasonable to assist the affected employee enabling him/ her to take recourse to the law.