

Notice regarding Policy for Prevention, Prohibition and Redressal of Sexual Harassment in the Workplace

This notice is being issued under Section 19(b) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“Act”).

“**Sexual Harassment**” means and includes unwelcome sexually determined behaviour (whether directly or by implication) such as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography;
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following 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: -

- (i) implied or explicit promise of preferential treatment in his/her employment; or
- (ii) implied or explicit threat of detrimental treatment in his/her employment; or
- (iii) implied or explicit threat about his/her present or future employment status; or
- (iv) interference with his/her work or creating an intimidating or offensive or hostile work environment for him/her; or
- (v) humiliating treatment likely to affect his/her health or safety.

Our Company has formed a committee i.e. the Internal Complaints Committee which will review and inquire into all complaints relating to sexual harassment. The current composition of the Internal Complaints Committee relevant for this site is set forth below:



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For All Offices (Except Chakan , Baroda & Ankleshwar):

S.No.	Name	Designation within the Committee
1.	Rishma Alagh	Chairperson
2.	Harshad Naik	Member
3.	Bharat Singh	Member
4.	Rahul Sali	Member
5.	Ritu Balani	Member
6.	Anuraag Kothari	Member
7.	Sneha Khandekar	Member from NGO

For Chakan plant/site:

S.No.	Name	Designation within the Committee
1.	Swetha Rane	Chairperson
2.	Harshad Naik	Member
3.	Sushanta SinghaRoy	Member
4.	Ashish Badhe	Member
5.	Abhijeet Phaltane	Member
6.	Anuraag Kothari	Member
7.	Sneha Khandekar	Member from NGO

For Baroda plant/site:

S.No.	Name	Designation within the Committee
1.	Sneha Roy	Chairperson
2.	Harshad Naik	Member
3.	Sanjay Kadam	Member
4.	Krishna Shah	Member
5.	Rakesh Jolly	Member
6.	Anuraag Kothari	Member
7.	Sneha Khandekar	Member from NGO



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For Ankleshwar plant/site:

S.No.	Name	Designation within the Committee
1.	Ritu Balani	Chairperson
2.	Harshad Naik	Member
3.	Vipul Patel	Member
4.	Ashish Patel	Member
5.	Prashant Tople	Member
6.	Anuraag Kothari	Member
7.	Sneha Khandekar	Member from NGO

DISCIPLINARY ACTION OR PUNISHMENT FOR COMMITTING ACT(S) OF SEXUAL HARASSMENT

Where any misconduct is found by the Internal Complaints Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.

REVISION RECORD

Date	Version	Revision description
14/7/2015	1.1	Change in Committee members
12/2/2016	1.2	Change in Committee members
18/1/2017	1.3	Change in Committee members
22/5/2017	1.4	Change in Committee members