

## **Omaxe Policy on prevention of Sexual Harassment of Women at Workplace**

**Objective-** Omaxe is committed to provide a work environment that ensures every employee is treated with dignity, respect and equitable treatment. The company is also committed to promote a work environment, which is conducive to the professional growth of its employees and encourages equality of opportunity. The company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

Hence, this Policy is being implemented in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“the Act”) read with rules made thereunder.

**Scope-** This policy applies to all categories of employees including permanent, workmen, trainees, temporary and employees on contract basis working in offices or off sites. The location includes:-

- a. All offices or other premises where the company’s business is conducted;
- b. Any company related activities are performed at site away from the company premises; and
- c. Any social, business or other functions where an act can be termed as sexual harassment

It covers all employees of Omaxe Limited and its Associate and Subsidiary Companies. This policy was last amended by the Board of Directors of the Company at its meeting held on 30.05.2022 and hence, this is in force with effect from 30.05.2022.

**Definition of Sexual Harassment-** Sexual harassment may be one or series of incidences involving unsolicited and unwelcome sexual advances. It includes:-

- a. Physical contact and advances
- b. A demand or request for sexual favors
- c. Making sexually coloured remarks
- d. Showing Pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

**Responsibility towards sexual harassment-** All employees of the company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to maintain the work environment free from sexual harassment.

**Composition of Internal Complaints Committee-** Whether or not such conduct constitutes an offence under law or breach of the service rules, an appropriate complaint mechanism in the form of “**Internal Complaints Committee**” has been created in the

company. This Committee has been constituted for redressal of sexual harassment complaint in a time bound manner. The committee shall comprise of following members:-

- a. Presiding Officer: A woman employed at senior level in the organization;
- b. At least 2 members from among employees, committed to the cause of women or who have had experience of social work or have legal knowledge;
- c. One external member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;

*Provided that at least one-half of the total members nominated being women.*

The Presiding Officer and every member of Internal Complaints Committee shall hold office for such period, not exceeding 3 years, from the date of their nomination as Section 4(3) of the Act. The details about the current members of the Internal Complaints Committee are enclosed as **Annexure-A**.

The Internal Complaints Committee shall be re-constituted as required from time to time with the approval of Board of Directors of the Company.

**The Committee is responsible for:-**

- a. Investigating every formal written complaint of sexual harassment,
- b. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment,
- c. Discouraging and preventing employment related sexual harassment,
- d. Preparation of Annual Report and its submission to Management and Secretarial Department of the Company and the District Officer (as defined in the Act). The said report shall contain the following details:
  - Number of Complaints of Sexual Harassment received during the year;
  - Number of Complaints disposed of during the year;
  - Number of cases pending for more than 90 days;
  - Number of workshops or awareness programs against sexual harassment carried out; and
  - Nature of action taken by the Employer or District Officer

A quorum of any **three members including the Presiding Officer** is required to be present for the proceedings to take place.

**Procedure for resolution, settlement and prosecution of acts of sexual harassment-**

Any employee who feels that she has been sexually harassed should immediately report the incidence to Internal Complaints Committee (ICC) in writing or in any case shall report the incidence within 3 months from the date of occurrence of the alleged incident.

The employee is required to disclose name, department, division and location of work. The complainant is required to file six copies of the complaint along with supporting documents. Any delay in lodging the complaint may be condoned depending upon facts and circumstances of the matter. As an alternate the company has set up an email address for making initial report of harassment. It is [icc@omaxe.com](mailto:icc@omaxe.com)

The committee will maintain the records to endorse the complaint received by it and keep the content confidential, if it is so desired, except to use the same for discreet investigation. The Committee shall send one copy of the complaint to the respondent within a period of 7 working days from the date of receipt of Complaint. The respondent shall file his reply to the complaint along with his list of documents, and names and address of witnesses, within a period not exceeding 10 working days from the date of receipt of copy of complaint.

Thereafter, the members of the committee will hold a meeting with the complainant within 7 days of receipt of reply from the respondent and proceed with the inquiry by informing the complainant and the person against whom the complaint has been made. The complaint shall contain all the documentary proof, oral or written material and relevant details concerning the sexual harassment including names of the person against whom the complaint has been made in order corroborate the complaint.

The ICC shall call upon the witness mentioned by both the parties. Every reasonable opportunity shall be provided to both the parties for contesting and defending their respective case. The inquiry shall be completed in 90 days and members of the committee shall communicate its findings to the presiding officer. The Presiding officer shall, based on recommendation of the committee, recommend to the management for appropriate punishment/disciplinary action.

The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complainant, if the complainant or respondent fails, without sufficient cause, to present her or himself for three consecutive hearings convened by the Presiding Officer.

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

In case the ICC finds the alleged offence coverable under the relevant provisions of law, then this fact shall be mentioned in its report and appropriate disciplinary action shall be initiated by the management including lodging of police complaint. In the event, the complaint does not fall under the purview of sexual harassment; it shall be dropped after recording the reasons thereof. In case the complaint is found to be false, the complainant shall be liable for appropriate disciplinary action.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The committee shall be governed by such rules as may be framed by the Indian law or any legislation from time to time.

**Disciplinary action-** The disciplinary action shall be commensurate with nature of harassment or violation of law. If any employee of the company is found guilty, the following disciplinary action may be taken jointly by Chairman & Managing Director (CMD) and any of the Executive Directors:-

- a. Warning
- b. Written apology
- c. Reduction of increment
- d. Demotion
- e. Stoppage of promotion for 1 year or more
- f. Reassigning of duties including debarring from supervisory duties
- g. Accepting bond of good behaviour
- h. Dismissal
- i. Transfer
- j. Any other appropriate disciplinary action or course of action as may be deemed fit jointly by the CMD and any of the executive Directors.

In case an outsider is involved as an accused, the ICC shall initiate action by making complaint with appropriate authority.

The Company understands that at times it is difficult for the complainant to come forward with the complaint of sexual harassment and recognizes the guarding of privacy in keeping the matter confidential. To protect the interest of the complainant, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances.

**Access to reports and documents-** All records of complaints including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where the disclosure is required under legal, disciplinary or other remedial processes.

**Protection to complainant-** The Company is committed to ensuring that no employee who brings forward a harassment complaint is subject to any form of reprisal. Any reprisal shall be subject to disciplinary action.

**COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

*[Re-constituted by the Board of Directors of the Company at its meeting held on 30.05.2022]*

- a. **Presiding Officer** : Ms. Debobani Banerjee
- b. **Member** : Ms. Enakshi Kulshrestha
- c. **Member** : Mr. Pan Singh Bani
- d. **External Member** : Ms. Bhavna (Member of NGO)

*Note: The Board of Directors of the Company reserves the right to re-constitute the Internal Complaints Committee as may be required from time to time.*