

DIL LIMITED

CODE FOR REDRESSAL OF GRIEVANCES WITH REGARD TO SEXUAL HARASSMENT

A. REVISED CODE FOR REDRESSAL OF GRIEVANCES WITH REGARD TO SEXUAL HARASSMENT (REVISED CODE / POLICY):

- I. **Definitions:** The capitalized terms used herein but not defined herein shall have the meanings assigned thereto in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (including any amendment or re-amendment thereof) ['Act'] read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 notified on December 09, 2013 [as may be amended from time to time] ['Rules'].

B. DUTIES OF THE EMPLOYER

- i. Provide a safe working environment at the Workplace which shall include safety of the Aggrieved Woman coming into contact at the Workplace;
- ii. Display at any conspicuous place at the Workplace the penal consequences of Sexual Harassment and the order constituting the Internal Complaints Committee under the Act;
- iii. Organize workshops and awareness programmes at regular intervals for sensitizing Employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee;
- iv. Treat Sexual harassment as misconduct under the service rules and initiate action for the same misconduct.

C. RIGHTS OF EMPLOYEE AGAINST HARASSMENT

- i. Every Aggrieved Woman shall have the right to work in an environment free from any form of Sexual Harassment;
- ii. Every Aggrieved Woman shall have the right to approach the Internal Complaints Committee and/or the Human Resource department to address her grievance(s) during the course of the employment with the Company;

- iii. Any kind of Sexual Harassment by any Employee will amount to misconduct in employment as per the employment agreement governing the employment with the Company, in addition to the offences under the law.
- iv. Every Employee shall take all necessary and reasonable steps/ care to prevent and ensure that no woman Employee employed under his/her department is subject to any kind of Sexual Harassment during the course of employment with the Company;

D. CONSTITUTION OF COMMITTEE AND ITS REDRESSAL MECHANISM:

- (i) The Management of the Company shall constitute the Internal Complaints Committee for each Unit of the Company, as required under the Act. The Presiding Officer of the Committee shall be nominated by the Management and the Internal Complaints Committee from time to time;
- (ii) The quorum for the Internal Complaints Committee meeting shall be presence of atleast 1/3rd or three members, whichever is higher [with presence of one woman Presiding Officer]. In case the Presiding Officer of the Internal Complaints Committee is not present, the Committee members shall appoint any woman member present to act as the Presiding Officer for that meeting.
- (iii) The functioning of the Committee shall be governed by the provisions of the Act, and the Rules made there under.
- (iv) Any complaint by an Aggrieved Woman in relation to the Sexual Harassment shall be made to the respective Internal Complaints Committee and/or Head - Human Resource (HR) Department, by discussing the entire matter and making an oral submission thereof. Consequently the complaint shall be reduced to writing, read over to the concerned Aggrieved Woman and signed by the Aggrieved Woman and endorsed by the HR Department. All complaints received from an Aggrieved Woman shall be referred to the Internal Complaints Committee.
- (v) The Internal Complaints Committee shall have the right to consult any person, body or entity in matters relating to the redressal of grievances and other matters related and incidental thereto;

- (vi) Subject to the provisions of the Act read with Rules, any complaint received by the Internal Complaints Committee shall be addressed and concluded with a reasonable time period.

E. FINDING AND REPORTING OF THE COMMITTEE:

- (i) The Internal Complaints Committee should report its finding to the management within four (4) months from the date of receipt of intimation of such misconduct;
- (ii) A copy of the Internal Complaints Committee's report should be handed over to the Management and the complainant through HR;
- (iii) The finding and reporting of the Internal Complaints Committee shall be treated as the final report;

F. REVIEW OF POLICY:

The Internal Complaints Committee may from time to time, amend any provision(s) or substitute any of the provision(s) or substitute any of the provision(s) with the new provision(s) or replace the policy entirely with the new policy, subject to the provisions of the applicable law.

G. MISCELLANEOUS:

In case of any conflict between the provisions of this Policy and the Act / Rules / or any other applicable law, the provision of such other applicable law, the provisions of such Act / Rules / applicable law shall prevail.