



INJECTO POLYMERS LIMITED

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**POLICY ON PREVENTION OF SEXUAL HARASSMENT
OF WOMEN AT WORKPLACE**

Every employee must be treated fairly in the work place in an environment free of harassment. Harassment of another employee constitutes a disciplinary infraction subject to penalties up to and including discharge. **INJECTO POLYMERS LIMITED** 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.

2.0 SCOPE

2.1 This policy applies to all categories of employees of the Company, including regular, probationary, contractual, temporary, consultants and trainees. The Company will not tolerate sexual harassment, if engaged in by employees or by any other business associates.

2.2 The workplace includes:

- All offices / showrooms/ warehouses or other premises where the organisation's business is conducted.
- All organisation-related activities performed at any other site away from the Company's premises.
- Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

3.0 DEFINITIONS

3.1 Sexual Harassment

3.1.1 Sexual harassment includes any one or more of the following unwelcome acts or (whether directly or by implication):

- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit;
- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks, including but not limited to, vulgar / indecent jokes, letters, phone calls, text messages, e-mails, gestures etc.;
- Showing pornography or the likes;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- Physical contact and advances such as touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtone, molestation;
- Display of pictures, signs etc. with sexual nature/ connotation/ overtones in the work area and work related areas;
- Verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance and has sexual connotation/ overtone/ nature;
- Teasing, innuendos and taunts, physical confinement and /or touching against one's will and likely to intrude upon one's privacy.

3.1.2 Any of the following circumstances, among other 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:

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- Implied or explicit promise of preferential treatment in the employment;
 - Implied or explicit threat or detrimental treatment in the employment;
 - Implied or explicit threat about the present or future employment status;
 - Interference with the work or creating an intimidating or offensive or hostile work environment;
 - Humiliating treatment likely to affect health or safety.

3.1.3 An alleged act of sexual harassment committed during or outside of office hours falls under the purview of this policy.

3.2 Aggrieved Individual

An Aggrieved Individual, in relation to a workplace, is a person, of any age, whether an Employee or not, who alleges to have been subjected to any act of sexual harassment.

3.3 Complainant

A Complainant is any Aggrieved Individual (if the Aggrieved Individual is unable to make a complaint on account of her physical or mental incapacity or death or otherwise) who makes a complaint alleging sexual harassment under this Policy.

3.4 Employee

An Employee means a person employed with the Company for any work on permanent, temporary, part time, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

3.5 Respondent

A Respondent means the person against whom the Complainant has made a complaint.

3.6 Workplace

- Premises, showrooms, warehouse, offices, branches or units established, owned, controlled, managed by the Company.
- Places visited by the Employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

4.0 INTERNAL COMMITTEE (IC)

An appropriate complaint mechanism in the form of an Internal Complaints Committee has been created in the Company for timely redressal of sexual harassment complaints.

4.1 Internal Committee Composition

4.1.1 The Company has constituted an IC for redressal of sexual harassment complaints and for ensuring time bound treatment of such complaints.

4.1.2 The IC will comprise of the following members:

- Presiding Officer,
who shall be a woman employed at a senior level at the Company from amongst the employees. However, in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the Company;
- Employee Representatives;
- One External Member,
who shall be from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

4.1.3 At least one-half of the total members of the IC will be women.

4.1.4 The tenure of each member of the IC would be a maximum of three years from the date of their nomination to the committee.

4.1.5 A member of the IC may resign at any time by tendering his/her resignation in writing to the company.

4.2 Removal or Replacement of Presiding Officer or Member of IC

The Presiding Officer and / or any member of the IC will be removed from the Committee in the event that s/he:

- Contravenes any provisions of the policy; or
- Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him / her; or
- Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him / her; or
- Has so abused his / her position as to render his / her continuance in office prejudicial to public interest, such Presiding Officer or member as the case may be, shall be removed from the IC.

4.3 Responsibility

The IC will be responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment
- Organizing workshops or interactive programs to spread awareness of the issues of sexual harassment amongst the employees of the company.

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- Keeping a record of all complaints received and actions taken by IC.

4.4 Non-Retaliation

4.4.1 The company will not accept, support or tolerate retaliation in any form against any employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Retaliation means and includes any hurtful employment action against an individual/s. Retaliation will be treated as a major misconduct, and any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action.

4.4.2 Anyone suspecting or experiencing retaliation should report to the appropriate authorities. Anyone feeling that a retaliation complaint did not get a prompt response can contact the Management.

4.4.3 Retaliation cases are treated as seriously as an alleged case of sexual harassment even if the original harassment complaint is not proven.

5.0 PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

5.1 Complaints

5.1.1 An employee with a harassment concern may make a formal complaint to the IC constituted by the Management. The complaint shall have to be in writing, preferably within 3 months from the date of occurrence of the alleged incident and sent in a sealed envelope. Alternately, the employee can send a complaint through an email to [●]. The employee is required to disclose his/her name, department, section and location s/he is working in, to enable the Presiding Officer to contact him/her and take the matter forward.

5.1.2 If the Aggrieved Individual is unable to make a complaint on account of her physical or mental incapacity, or for any other reason a complaint may be filed by:

- her relative or friend; or
- her co-worker; or
- an officer of the National Commission for Women or State Women's Commission; or
- any person who has knowledge of the incident, with the written consent of the Aggrieved Individual.

5.2 Conciliation

5.2.1 Prior to initiating an inquiry, the IC may, at the request of the complainant, take steps to settle the matter between the complainant and the respondent through conciliation, provided that no monetary compensation is made the basis of such conciliation. In case a settlement has been

arrived at, the IC shall record the settlement so arrived and forward the same to the company to take action as specified in the recommendation of the IC.

5.2.2. The IC will provide copies of the settlement as recorded to the complainant and the respondent.

5.2.3 Upon a conciliation being reached, no further inquiry shall be conducted by the IC.

5.3 Inquiry

5.3.1 Subject to the above and in the event of any term or condition of the settlement not been complied with by the respondent, the IC shall conduct an inquiry regarding the complaint.

5.3.2 On receipt of the complaint, the IC shall send a copy received from the complainant to the respondent within a period of seven working days.

5.3.3 The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents.

5.3.4 The IC shall make an inquiry into the complaint in accordance with the principles of natural justice. The IC must notify in writing, the time and dates of its meetings to the Company, the Complainant and the Respondent, not less than 5 days in advance of any such meeting.

5.3.5 While conducting the inquiry, a minimum of three members of the IC including the Presiding Officer or Chairperson, as the case may be, shall be present.

5.3.6 The IC shall have the powers to summon and enforce the attendance of any person and conduct an examination, request the discovery and production of documents and / or any other matter which may be prescribed and deemed necessary for the inquiry process

5.3.7 The IC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present themselves, 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.

5.3.8 The Complainant and the Respondent shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the complaints committee. However, they may be accompanied by a colleague for psychological or emotional support. Such colleague will not be permitted to speak at or otherwise interfere with the proceedings of the IC.

5.3.9 All colleagues and witnesses who are part of the IC proceedings will need to sign a confidentiality agreement.

5.3.10 During the course of inquiry, the Complainant and the Respondent shall be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the IC.

5.3.11 The inquiry shall be completed within a period of ninety days from the date of receipt of the complaint.

5.4 Action During Pendency of Inquiry:

5.4.1 During the pendency of an inquiry, on a written request made by the Complainant, the IC may recommend the following to the Company:

- Transfer the Aggrieved Individual or the Respondent to any other workplace.
- Grant leave to the Aggrieved Individual up to a period of three months.
- Grant such other relief to the Aggrieved Individual as may be prescribed under applicable law.
- Restrain the Respondent from reporting on the work performance of the Aggrieved Individual or writing his/her confidential report and assign the same to another officer.

5.4.2 The leave granted to the Aggrieved Individual shall be in addition to the leave he/she is otherwise entitled to.

5.4.3 On receiving a recommendation from the IC, the Company shall implement the recommendations and send a report of such implementation to the IC.

5.5 Inquiry Report and Actions

5.5.1 On the completion of an inquiry, the IC shall provide a written report of its findings to the Company within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

5.5.2 In the event that the IC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Company that no action is required to be taken in the matter.

5.5.3 Where the IC arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend in writing to the Company to take action against the Respondent, which may include:

- A written apology from the Respondent.
- A letter of warning may be placed in the personal file of the Respondent.
- Reprimand or censure.
- Immediate transfer or suspension without pay.
- Termination from service.
- Withholding of pay rise or increments.
- Undergoing a counselling session.
- Register an FIR against the Respondent in case the act alleged, prima facie constitutes an offense under the Indian Penal Code.
- Deduction from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Individual or to her legal heirs. In case the Company is unable to make deductions from the salary of the Respondent due to his being absent from duty or cessation of employment, it may direct the Respondent to pay such sum to the

Complainant. In case the Respondent fails to pay the sum referred above, the IC may forward the order for recovery of the sum as an arrear of land revenue to the concerned district officer.

5.5.4 The Company shall act upon the recommendation given by IC within sixty days of receipt of the recommendation.

5.6 Malicious Complaint

5.6.1 In case the IC arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, it may recommend to the Company to take suitable action against the Complainant who has made the complaint, in accordance with the provisions of the applicable service rules or as prescribed under applicable law.

5.6.2 Mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant. Further, the malicious intent on part of the Complainant needs to be established through the inquiry process before any action against such Complainant is recommended by the IC to the Company.

5.7 Appeal

5.7.1 Any person aggrieved from the recommendations made by the IC or non-implementation of such recommendation may refer an appeal to the Court or tribunal in accordance with the provision of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may refer an appeal in such manner as may be prescribed.

5.7.2 The appeal shall be referred within a period of ninety days of the recommendations.

5.8 Confidentiality

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

5.9 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 disclosure is required under disciplinary or other remedial processes.

5.10 Protection to Complainant / Victim:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The

Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

6.0 ROLES AND RESPONSIBILITIES

6.1 Employees

Employees have following responsibilities:

- To ensure that their behaviour is not contrary to this policy and to reinforce the maintenance of a work environment free from sexual harassment
- To forward or submit to the IC, any written complaint from any aggrieved individual and to support/ co-operate during any investigation as part of the inquiry process.
- Be aware of and abide by laws applicable to them, their job and the company policies and procedures.
- Be aware of, and do not participate in any prohibited or inappropriate behaviours or activities
- Be aware that the Company will take allegations seriously and will ask their cooperation in an investigation if they bring a complaint forward.
- Participate in the procedure of investigation if a complaint is brought forward, it will be reviewed. If an employee elects not to participate in the procedure constituted by Company, and does not wish to proceed with the complaint, it will need to be formally withdrawn. The complaint will still be reviewed and the findings of the complaint will be explained in writing. It will be the discretion of the management to accept or reject the request for withdrawal of the complaint.
- Provide a full and truthful disclosure of relevant information and assist with investigations of alleged policy violations.
- Handle information related to known or suspected violations of this policy in a discreet and confidential manner.
- Not attempt to investigate the information or suspected violations of this policy on their own i.e. without involving the IC.
- Set an example of proper workplace behaviour and ethical standards.

6.2 Human Resources

Human Resource team members have the same responsibilities as the employee and the following additional responsibilities:

- Make information, policies and procedures available to employees.
- Take cognizance of the written complaint and bring the complaint immediately to the IC and provide all kinds of support for the further investigations as a part of inquiry process.
- Ensure that employees and stakeholders are communicated properly about the Prevention of Sexual Harassment policy.
- Not attempt to investigate or verify the information unless instructed by the legal Department personnel in charge of the investigation and the IC.

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- Carry out all corrective measures and remediation established in the final decision.
 - Set an example of proper and appropriate workplace behaviour and ethical standards.

6.3 Internal Committee (IC)

6.3.1 IC members have the same responsibilities as the employees and additional responsibilities as listed below:

- To be fair while making the assessment of the situation, investigation and giving the verdict.
- Conduct the inquiry process and recommend appropriate actions as per the process outlined in this document in line with the statutory requirements applicable.
- Inform the parties involved in the inquiry proceedings well in time and in writing.
- Follow the principles of natural justice and treat the complainant, respondent, witnesses and related persons to the inquiry with dignity and respect.
- Submit to the Company an annual report comprising details of all cases and actions taken.
- Keep disclosed information as confidential. Handle information in a discreet manner, and disclose confidential information strictly on a “need-to-know” basis only.
- If an employee faces sexual harassment outside of the company work and work premises, assist them in filing a complaint in the police station as appropriate.
- Set an example of proper and appropriate workplace behaviour and ethical standards.

6.3.2 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint as may be appropriate.

6.4 The Company

The Company is responsible for providing a safe working environment for its employees, free from harassment, bias and prejudice of any kind. Towards this end, it will:

- Treat sexual harassment as misconduct under the service rules and take appropriate action for the same.
- Encourage respectful and dignified behaviour at workplace at all times by all.
- Have zero tolerance towards acts of sexual harassment.
- Declare the names and contact details of all Members of the IC.
- Display at conspicuous places in the workplace, the penal consequences of sexual harassment.
- Organize workshops and awareness programs at regular intervals for sensitizing employees with the provisions of this policy.
- Organize orientation programs for the members of the IC.
- Ensure that necessary facilities and information are provided to the IC for dealing with the complaint and conducting an inquiry.
- Assist in securing the attendance of Respondent and witnesses before the IC and make available such information to the IC as it may require with regards to the complaint.
- Provide assistance to the Complainant if the Complainant chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.

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- Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Complainant so desires, where the Respondent is not an employee, in the workplace at which the incident of sexual harassment took place.
 - Monitor the timely submission of reports by the IC.
 - At its sole discretion, may provide additional facilities to the Aggrieved Individual including:
 - i) An option for a transfer of the Aggrieved Individual or the Respondent who is proved to be guilty to any other workplace.
 - ii) An option for a change of role / department (if feasible).
 - iii) Support to the Aggrieved Individual to undergo professional counselling.
 - iv) At the discretion of IC, provide for compensation for mental trauma, pain and distress suffered, for loss in career opportunity etc. based on various relevant factors including salary and financial status of the Respondent.
 - Cause their respective subsidiaries to adopt the policies on prevention, prohibition and redressal of sexual harassment, which shall be consistent with this Policy.

7.0 EXCEPTIONS:

Any exception to this policy requires the approval of the Managing Director of the Company.