

CONSOLIDATED CONSTRUCTION CONSORTIUM LIMITED

POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES IN WORKPLACE

Introduction:

This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Preamble:

The Act is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Sexual harassment would mean and include any of the following:

- Unwelcome sexual advances involving verbal, non-verbal such as sexually colored remarks, jokes, letters, phone calls, e-mail, SMS, gestures, showing of pornography, lewd stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
- Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to other sex.
- Implied or explicit promise of preferential treatment, threat of detrimental treatment, threat about her present or future employment status.
- Any unwelcome gesture by an employee having sexual overtones, humiliating treatment likely to affect her health or safety.

Complaint of Sexual Harassment

- Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee within a period of one month from the date of last incident.
- Complaint on phone will not be entertained. Anonymous letters will not be entertained. The Company shall protect the identity of the complainant, if it is so desired by the complainant.
- The Complainant may also submit any corroborative material with a documentary proof, etc., to substantiate his / her complaint.
- If the Complainant does not wish to depose personally before the committee due to embarrassment of narration of an event, then the complainant may depose before any member of the committee in person.

INTERNAL COMPLAINTS COMMITTEE

A Committee with minimum of three persons has been formed to consider and redress of complaints of Sexual Harassment.

The Committee shall consist of a Chairperson, and two members, of whom one member shall be woman

PREVENTION OF SEXUAL HARASSMENT REDRESSAL PROCESS

Any employee who feels being sexually harassed directly or indirectly may submit a complaint by way of letter addressed to:-

Chairperson
Internal Complaints Committee
Consolidated Construction Consortium Limited,

Or can alternatively send an e-mail to the following id.

E-mail id – pshwecccl@gmail.com

- The Committee will hold a meeting with the Complainant within five working days of the receipt of the complaint, and record his / her allegations. If required witnesses may be called in this regard.
 - Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation.
 - Further enquiry as deemed necessary may be conducted by the committee and decisions taken.
 - In case the complaint is found to be true, appropriate action shall be taken against the offender.
 - In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
 - In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Company.
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