



SHREE AMMAN PHARMA INDIA (P) LTD.

9 (5) Gopalapuram 7th Street, Gopalapuram, Chennai-86.

GSTIN : 33ABICS5999J1ZK, FSSAI : 12422999001059

DL : TN/Z03/20B/00283, TN/Z03/21B/00283

CIN : U24290TN2022PTC152555

PH. No. : 044 – 69096909/ 1/ 2/ 3/ 4

E-mail : admin@ammanpharma.in

WEB : ammanpharma.in

PREVENTION OF SEXUAL HARASSMENT POLICY

OBJECTIVE: At Shree Amman Pharma India Pvt Ltd., we ensure having a work environment that is pleasant, professional, and free from intimidation, hostility or other offences, particularly an environment which protects from any form of Sexual Harassment at workplace. This policy helps to:

- a) To actively promote a social, physical and psychological environment that will create awareness about and deter act of sexual harassment of any employee.
- b) Meet the requirements of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' as well as to prevent sexual harassment to any employee irrespective of the gender.

SCOPE: This Policy shall be applicable to all employees of the Company in all offices, units, and factories/plants and all other places wherever the employees are deployed by the Company within the territory of India.

DEFINITIONS: 'Sexual Harassment'. It includes whether directly or by implications such unwelcome sexually determined behaviour such as physical contact, advances, sexually coloured remarks, demand or request for sexual favours, showing pornography or making sexual demands, any unwelcome physical, verbal, textual, graphic or electronic or by any other actions of sexual nature, which may contain:

- a) Submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of instruction, employment, participation or evaluation of a person's engagement in any activity of the Company.
- b) When unwelcome sexual advances and verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, SMS, letters, phone calls or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- c) When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and
- d) When any such conduct as defined in (i) and (ii) above is committed by a third party or an Outsider in relation to an Employee of the Company, or vice versa on the premises of the Company.
- e) "Employee" means any person (man or women) employed by the Company and any temporary, part time, honorary, employee by whatever name called and would include employees employed on a casual or project basis and also employed through a contractor.

ENFORCEMENT OF POLICY: The management of Company shall ensure the enforcement of Policy at all workplaces and take all necessary and reasonable steps to prevent and ensure that no employee employed in the establishment is subject to Sexual Harassment by any person during the course of employment. Where any such Sexual Harassment occurs, the management shall take all necessary steps to assist the aggrieved person to redress the act of Sexual harassment.

1. CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC):

The ICC shall consist of the following members to be nominated by the employer, namely:

- a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices/workplace or administrative units of the same employer.
- b) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- c) One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

At least one-half of the total Members so nominated shall be women.

The Presiding Officer and every Member of the ICC shall hold office for such period, not exceeding Five years, from the date of their nomination as may be specified by the employer.

The Committee will have the following members:

- a) P NIRMALA - A senior employee as the Chairperson
- b) M GOWTHAMI & C N ANURADHA -Two employees of SAPIPL
- c) J LAKSHMI (PRACTICING ADVOCATE) - One independent person as an external member, who has knowledge on issues of equality, anti-discrimination, social work or law

2. STEPS INVOLVED IN THE COMPLAINT PROCESS

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

The inquiry must be completed within a period of 90 days.

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ICC shall submit its recommendations to the Employer.

The employer must act on these recommendations within 60 days.

3. SCOPE FOR CONCILIATION AND SETTLEMENT

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

Where a settlement has been arrived, the ICC, shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.

The ICC shall provide the copies of the settlement as recorded to the aggrieved woman and the respondent.

Where a settlement is arrived, no further inquiry shall be conducted by the ICC.

4. INQUIRY INTO COMPLAINT

Where the aggrieved woman informs the ICC that any term or condition of the settlement arrived during conciliation has not been complied by the respondent, the ICC shall proceed to make an inquiry into the complaint.

Where the parties are employees, the parties shall, during the course of inquiry, 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 Committee.

For the purpose of making an inquiry the ICC shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters namely —

- I. Summoning and enforcing the attendance of any person and examining him on oath.
- II. Requiring the discovery and production of documents; and
- III. Any other matter which may be prescribed.
- IV. The inquiry shall be completed within a period of ninety days.

5. ACTION DURING PENDENCY OF INQUIRY

During the pendency of an inquiry, on a written request made by the aggrieved woman, the ICC may recommend to the employer to —

- I. Transfer the aggrieved woman or the respondent to any other workplace or
- II. Grant leave to the aggrieved woman up to a period of three months; or
- III. Grant such other relief to the aggrieved woman as may be prescribed.

The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

On the recommendation of the ICC, the employer shall implement the recommendations and send the report of such implementation to the ICC.

6. INQUIRY REPORT

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

If the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.

Where the ICC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer —

- I. to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed.
- II. to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine.

In case the employer is unable to make such deduction 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 aggrieved woman.

In case the respondent fails to pay the sum, the ICC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

7. PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE

In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section — 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.

8. DETERMINATION OF COMPENSATION

For the purpose of determining the sums to be paid to the aggrieved woman, the ICC, shall have regard to ---

- I. the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- II. the loss in the career opportunity due to the incident of sexual harassment.
- III. medical expenses incurred by the victim for physical or psychiatric treatment.
- IV. the income and financial status of the respondent.
- V. feasibility of such payment in lump sum or in instalments.

9. PROHIBITION OF PUBLICATION

Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the employer shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

10. RESPONSIBILITIES OF HR

- a) To provide a safe working environment at the workplace that shall include safety from the persons coming into contact at the workplace.
- b) To display at any conspicuous place in the workplace, the penal consequences, of sexual harassments.
- c) To organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the ICC.
- d) To provide necessary facilities to the ICC, for dealing with the complaint and conducting
- e) an inquiry.
- f) To assist in securing the attendance of respondent and-witnesses before the ICC. '
- g) To provide assistance to the woman if she so chooses to file a complaint in relation to the offence.
- h) To treat sexual harassment as a misconduct under the service rules and initiate action for
- i) such misconduct.
- j) To monitor the timely submission of reports by the ICC.

ANNEXURE —1

COMPLAINTS COMMITTEE TO DEAL WITH CASES OF SEXUAL HARASSMENT

In terms of the judgment of Hon'ble Supreme Court of India Judgment and The Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act 2013, regarding sexual harassment of women at workplace, we are issuing appropriate policy for Prevention of Sexual Harassment.

As per the provisions of the above Act, the organization needs to constitute an Internal Complaints Committee which is required to be headed by a woman and not less than half of its members should be women.

The Internal Complaints Committee for this year would be discussed by the board and circulated to all the Employees.

The Country Executive Committee has the power to reconstitute the ICC complying with all provisions of the Act.

On receipt of any complaint on sexual harassment, the immediate superior and / or the HR personnel to whom the incident of sexual harassment has been referred must immediately inform one of the members of ICC, so that the ICC can initiate necessary action.