

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

Version 1.0

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Objective: SCMS is committed to providing a safe work environment for all employees. The dignity of all, whether employees, guests or vendors is important and it is expected of all employees to make sure that they maintain mutual respect and positive regard towards one another.

This policy intends to provide protection against sexual harassment of women at workplace, the prevention and redressal of complaints of sexual harassment and matters related to it.

What is Sexual Harassment?

Any unwelcome act or behaviour by a co-worker, team member, superior with an intent to cause discomfort, humiliate or outrage the modesty of a woman employee, will be considered as sexual harassment.

Any complaint received on the below stated circumstances, not excluding other similar circumstances will be dealt within the purview of the guidelines stated in this policy:

- a) Unwelcome physical contact and advances
- b) Demand or request for sexual favours
- c) Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body
- d) Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through, mobile phone, email, SMS, MMS etc.
- e) Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
- f) Giving gifts or leaving objects that are sexually suggestive
- g) Eve teasing and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy
- h) Persistent watching, following, contacting a person

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How and When to lodge a complaint?

- ✓ The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the nominated committee members of ICC (Internal Complaints Committee).
- ✓ For proper investigation of the complaint, it is necessary to mention the name and contact details of the complainant.
- ✓ The complaint must be submitted to any ICC member within 3 months from the date of incident/last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if found satisfactorily convinced.
- ✓ In case, such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the complainant for making the complaint in writing.

What is an Internal Complaint Committee (ICC)

An appropriate complaint mechanism in the form of 'Internal Complaints Committee' (ICC) in the Institution will look into time-bound redressal of the complaint made by the complainant. This committee will constitute of five members or more as long as the total committee members is an odd number. The contact e-mail, phone numbers of the committee members will be circulated to all employees and updated as and when required.

The ICC is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Coordinating with the management of SCMS Group in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines

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Confidentiality

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the Institution is confidential and will not be published or made known to public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act.

There shall be zero tolerance for any false accusation as a mode of retaliation/vengeance. Retaliation will be treated as seriously as an alleged case of harassment and will apply even if the original complaint is not proven. It will be treated as a misconduct on the part of the complainant and the management of SCMS will take appropriate action to prevent/rectify the retaliation.

All employees of the Institution have a personal responsibility to ensure that their behaviour is not contrary to this policy and are encouraged to maintain a work environment free from sexual harassment. While the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

