

EIMCO ELECON (I) LIMITED.

POLICY ON SEXUAL HARASSMENT AGAINST EMPLOYEES

1.0 INTRODUCTION

Eimco Elecon (EEL) is always committed to provide a healthy working environment that enables the employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company, have the right to be treated with dignity.

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as also in line with the Supreme Court directives to the companies to lay down guidelines and a forum to redressing of grievances related to sexual harassment, the Company has framed this Policy for Prevention of Sexual Harassment at Workplace and is applicable to the entire employees of Eimco Elecon with immediate effect.

OBJECTIVE

The objective of the policy is to provide its women employees, a workplace, free from harassment/discrimination and to treat every employee with dignity and respect. The policy also aims zero Sexual harassment at the work place or other than the work place involving employees in any manner. Besides, to educate and make our employees fully aware that any such activity is a grave offence under this act and is therefore punishable.

2.0 SCOPE AND EFFECTIVE DATE

This policy applies and extends to all categories of employees of the Company, including employees on permanent, management, workmen, temporaries, trainees, apprentices' cadre and also contract employees at its workplace or at client sites.

This Policy also is deemed to be part of the employment conditions of all the employees and comes into effect immediately.

Sexual harassment would mean and include any one or more of the following unwelcome acts or behaviour whether directly or by implication

- a) Physical Contacts or advances
- b) A demand or request for sexual favours either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- c) Making sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, lurid 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;

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- d) Showing of pornography,
- e) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- f) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- g) Conduct of such an act at work place or outside in relation to an Employee of Eimco Elecon, or vice versa during the course of employment; and
- h) Any unwelcome gesture by an employee having sexual overtones

All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment

"Employee" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.

3.0 COMPLAINT REDRESSAL COMMITTEE

A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Chairman and Members of the Committee are as follows:

Committee

1. Mrs. Yogini A Thakar Chairman
2. Mrs. Dharmista B Prajapati - Member
3. Mr. Kalpesh Patel - Member
4. Mr. Hasmukhbhai C Somani – Hon. Social & Welfare Officer

A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a lady.

4.0 REDRESSAL PROCESS

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

The Company is committed to providing a supportive environment in which the concerns of sexual harassment shall be resolved as follows:

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A. Informal Resolution Options

When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the Internal Complaints Committee for redressal of her grievances. The Internal Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. Complaints:

- Any employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Chairperson of the Internal Complaints Committee constituted by the Management.
- The complainant shall submit the Complaint to the Complaint Committee along with supporting documents, if any, and the names and addresses of the witnesses in writing, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope.
- Alternately, the employee can send complaint through an email. The employee is required to disclose her name, department, division and location she is working in, to enable the Chairperson to contact her and take the matter forward.
- The Complaint Committee shall send 1(one) of the copies received from the aggrieved woman to the accused (respondent) within a period of 7 working days.
- The Accused (respondent) shall file his reply to the Complaint along with supporting documents and the names and addresses of the witnesses, within a period not exceeding 10 working days from the date of receipt of the documents.
- The committee have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Aggrieved (complainant) or Accused (respondent) fails, without sufficient cause, to present herself or himself for 3 consecutive hearings convened by the Chairperson, as the case may be, provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 days in advance, to the party concerned.
- In conducting the inquiry, a minimum of 3 Members of the Complaints Committee including the chairperson, as the case may be, shall be present.
- The parties 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.

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- The Internal Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Whole Time Director of the Company as soon as practically possible and in any case, not later than 10 days from the date of completion of inquiry.

The Whole Time Director of Eimco Elecon shall act upon the recommendation of the Committee **within 60 days of its receipt by him.**

MANNER OF TAKING ACTION AGAINST THE RESPONDENT:

Where the Complaints Committee arrives at the conclusion that the allegation against the respondents been proved, it shall recommend to the employer to take action which may include the following

- a. Written apology;
- b. Warning;
- c. Reprimand
- d. Withholding of Promotion;
- e. Withholding of pay rise or increments
- f. Transfer of services
- f. Terminating the respondent from service
- g. Undergoing a counseling session

PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE:

Where the Internal Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action in accordance with the provisions of the service rules applicable to her or him.

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 any investigatory process to the extent practicable and appropriate under the circumstances

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GENERAL

- The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, Eimco Elecon shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to Sr. Mgr- HR.
- 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.

The Committee's report will also be made available to the concerned parties.

Place: VV Nagar

Date: 06.10.2013

Approved by



MG Rao
Whole Time Director