

# Policy against Sexual Harassment

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## 1 PURPOSE

NINtec Systems Limited is committed to provide a work environment to its female members wherein they are treated with dignity and respect. It also aims to provide a secured work place that is conducive to professional growth and encourages equality of opportunities.

In conjunction with the said objective, the company has defined a Policy against Sexual Harassment (PASH) for our female members at work place that outlines the definition, scope, escalation process and the details of the committee responsible for addressing the complaints.

## 2 SCOPE

This policy is applicable to all categories of female members deputed in the company including permanent, contractual, temporary, trainees, on deputation or working as consultant. All the visitors, clients, suppliers or any other business associates shall also come under the scope of this policy limited only to their visit to company office/branches.

## 3 POLICY

This policy document is intended to inform the members of the company including guests, clients and visitors, about sexual harassment, what conducts or constitutes sexual harassment including sexual violence, and the procedures they should follow if they encounter or observe it. The Policy against Sexual Harassment encourages reporting of sexual harassment before it becomes severe or pervasive; identifies persons to whom sexual harassment may be reported; prohibits retaliation against persons who bring sexual harassment complaints; assures confidentiality to the extent possible consistent with the need to address and resolve harassment appropriately; assures all members of the company that each complaint of sexual harassment receive an adequate, reliable, fair and impartial investigation; and provides for appropriate corrective action. The ultimate goal is to prevent sexual harassment through education and the development of a sense of community. However, if sexual harassment occurs, the company will respond firmly and fairly, and in a time bound manner.

The committee head may at any time add, modify or delete the contents of the policy taking into consideration legal and other requirements. The said changes in the policy shall be circulated within 30 days.

## 4 DEFINITION

### **Sexual Harassment**

It may be one or a series of incidents including:

1. Unwelcome sexual advances/behaviour (verbal/nonverbal, written, textual or physical);
2. Sexual or indecent gestures, indication, calls, SMS, or emails or stalking sounds;
3. Making sexually colored remarks, Showing pornography;
4. Entry into private place marked for female workers, with intent to commit mischief & harassment, touching or grabbing of a sexual nature, invading one's personal space;
5. Innuendos & taunts, physical confinement against one's will , likely to intrude upon one's privacy;
6. Taking of photographs of female workers/ staff without permission and converting it into pornographic material and circulating the same by means of electronic or other media;
7. Demand or request for sexual favors in return for work related favors such as performance appraisals, promotions, transfers, salary increases and other employment / benefits or any other form of reward or recognition;
8. Giving gifts or leaving objects that are sexually suggestive;
9. Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
10. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature, whether on-duty or off duty;
11. All such acts and conducts against women workers, which amount to offence, defined in the eyes of law in India for time being in force;
12. Any other act, which in the opinion of the Internal Complaints Committee constitutes Sexual Harassment;

If the following circumstances exist in relation to any behavior, that is, if any act is done under the following circumstances that would also count as sexual harassment:

- Implied or explicit promise of preferential treatment in employment
- Implied or explicit threat of detrimental treatment in employment
- Implied or explicit threat about her present or future employment status
- Interferes with work or creates an intimidating/hostile/offensive work environment
- Humiliating treatment likely to affect her health and safety.

In the event, any of these acts can occur in the workplace and if a woman is harassed while visiting a place arising out of or during the course of employment including transportation provided by the office, a complaint can be filed under this policy.

### **Work place**

- All offices / Branch offices / homes or other premises across the states of India, if any, where the business is conducted.
- All company-related activities performed at any other site away from the premises.
- Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relation.

### **Third Party**

- Could be any person or persons visiting the company/branch office
- Could be victim's friend/relative/family/colleague visiting the company/branch office
- May or may not be a member of the company, client, guest, visitor or business associate

### **Personal Space**

- Personal space is the region surrounding a person which is considered as psychologically his/her.
- **Sui generis: Personal space here means** his/her own kind. The distance between you and your shield most likely varies from one person to another, depending on a variety of factors, including how well you know the person, your relationship to that person, and how much you trust him or her.

## 5 COMPLAINT REDRESSAL COMMITTEE

A formal Complaint Redressal Committee is in place for ensuring time bound addressal of complaints related to sexual harassment by our female members at work place.

The Committee shall handle all the complaints against sexual harassment towards our female members at workplace with equal seriousness irrespective of the positions held by the person/s involved. In view of the complicated nature of sexual harassment, complaints shall be considered even when it is difficult or impossible to provide concrete evidence.

### 5.1 MEMBERS LIST

Each committee comprises of 4 members including the Committee Head, out of which 50% of the members are female.

Name	Designation
Shivangi Vakil (Committee Head)	AVP- Finance & Business Operations
Falguni Mathur (Committee Head)	Creative Director
Bharat Thaker	Chief Financial Officer
Chandrakant Shukla	Senior VP- HR

### 5.2 ROLES & RESPONSIBILITIES

The Committee will be headed by the Head who shall be responsible for submission of reports on complaints received.

Committee members shall be responsible:

- To facilitate a safe environment that is free of sexual harassment
- To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary
- To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires
- To seek medical, police and legal intervention with the consent of the complainant
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents

- To record the proceedings of all the enquiries

In case of any vacancy created, the Committee Head is authorized to fill the vacancy keeping in mind overall structure/representation of various categories on the committee.

The committee head at any time has the complete authority to either include/exclude the committee members as per the need. The committee head may also take the decision to replace the existing committee member on the request received from the member or for any other reason that may arise in future.

## 6 COMPLAINT REDRESSAL PROCESS

### 6.1 HOW TO LODGE A COMPLAINT

All complaints must be brought via email to [bharat@nintecsystems.com](mailto:bharat@nintecsystems.com) or [cs@nintecsystems.com](mailto:cs@nintecsystems.com) maximum within 15 days of such instance. However, complainant may also lodge the complaint verbally or in a letter to Committee Head. Complaints can be made by the person facing harassment or even by a third party.

For Oral complaints, the complainant shall be requested to confirm the complaint in writing and authorize it.

### 6.2 ENQUIRY PROCEDURE

The committee on receiving the complaint shall begin the investigation procedure, which may include discussion, interrogation, verification etc. as per the need of the situation and ensure that the complaint is addressed and closed within 30 days of receiving the complaint. However, in exceptional cases, committee may take an extended time of maximum 90 days for the closure. If required, the committee may seek for the consultation/intervention of the third party who can be an individual, an entity or group of people.

Cases where the complaint was lodged by a third party on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party / witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the committee shall proceed to investigate it as per the procedure specified.

### 6.3 REDRESSAL & ACTIONS

If the alleged harasser is found guilty then any of the following actions shall be taken depending on the nature of violation:

- a) Formal apology
- b) Counseling
- c) Written warning to the offender and a copy of it to be maintained in the employee's file
- d) Change of work assignment / transfer for either the offender or the victim
- e) Suspension or termination of services of the employee found guilty of the offence
- f) Withholding of confirmation/promotion / increments
- g) Legal Action as per laws of the land
- h) Any other action which the Committee deems fit

In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the management.

At any point of time if the complainant is not convinced with the resolution, she can file her complaint with the Local Complaints Committee within 30 days.

## 7 DOCUMENTATION & RECORDS MAINTENANCE

Once the investigation is completed, a detailed report shall be prepared by the Committee Head and submitted to the Senior Management. A copy of the same shall be filed in the Common Complaint Reddressal File.

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

## 9 EMPLOYEE RESPONSIBILITY

All members are encouraged to familiarize themselves with the key elements of the policy and should:

- Abstain from committing any behavior acts which amount to sexual harassment at the workplace

- Immediately report any case of harassment without fear or favor and before it gets severe or pervasive
- Create an environment of conduciveness for co-workers to work together without fear of harassment
- Get clarifications from the committee members or HR whenever in doubt

## 10 COMPLAINTS WITH A MALICIOUS INTENT

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our members have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the complainant. The members who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

## 11 GENERAL APPEAL

Company will exercise utmost care in treating the entire process with the dignity, sensitivity and respect its merits including protection of the victim/harassed.

Any act of sexual behavior, if noticed by any third party must be brought to the notice of the committee or the management. Such acts may be considered as harassment, if quid pro quo or hostile work environment conditions prevail. Otherwise, it could be treated as non-professional behavior at the workplace and may be dealt with by the company outside the purview of this policy.

The Company will provide counselor services to the victim/harassed on request. The intent of this policy is to create a harmonious & safe working environment. To ensure that this is upheld in both letter and spirit, we urge all members including third parties to desist from lodging wrongful allegations.

It is obvious on the part of every member of Gateway Group, to look after his /her safety, to behave with moral responsibility and abide by the working culture of the company, and not to get involved into such unhealthy/unwelcome practices. However, it is the duty of the company to look after the wellbeing of a member on work, but more than that it is the duty of each individual and company or any of its policies is not an assurance for such safety, rather each individual needs to take care of himself/herself to avoid such situations.



## 12 DOCUMENTATION FORMAT

SEXUAL HARASSMENT INCIDENT DOCUMENTATION FORM				
Company		Employee no.		Location
Employee Name			Date of complaint	
Designation			Date of incident	
Reporting Head			Place of incident	
Reporting Head			Place of incident	
Name of Complainant			Name of Respondents	
<p><b>MENTION YOUR COMPLAINT <i>(Please be very specific to avoid any ambiguity)</i></b></p>          				
<b>DETAILS OF PREVIOUS INSTANCES</b>				
Date	Place	Witness (if any)	Explain the incident in short	
<b>DETAILS OF PREVIOUS ESCALATIONS MADE</b>				
To whom escalation was made		What was the closure?		

<b>INVESTIGATION/INTERROGATION DETAILS BY THE COMMITTEE</b>	
<b>ACTION/RESOLUTION TAKEN BY THE COMMITTEE</b>	
Closure Date <input style="width: 100px; height: 20px;" type="text"/>	
<b>Committee Members' Name &amp; Signature</b>	<b>Complainant 's Signature</b>
	<b>Respondent's Signature</b>

**OFFICE CIRCULAR FOR ALL EMPLOYEES**

**Subject: Committee for prevention of Sexual Harassment of women at workplace**

NINtec Systems Limited has issued strict policy as per the provisions of The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013.

**Details of the committee members are mentioned below:**

<b>Name</b>	<b>Designation</b>
Shivangi Vakil (Committee Head)	AVP- Finance & Business Operations
Falguni Mathur (Committee Head)	Creative Director
Bharat Thaker	Chief Financial Officer
Chandrakant Shukla	Senior VP- HR

Any complaint by female employee on sexual harassment at workplace needs to be addressed to the Committee Head in writing who will promptly take the necessary actions as per the process laid in the company policy.

## 13 PROCESS FLOW CHART

