



ChemconSpecialityChemicals Private Limited
Block No 355, ManjusarKunpadRoad,Vill: Manjusar,
Tal:Savli, Vadodara, Gujarat-391775, India
CIN:U24231GJ1988PLC011652



**CHEMCON SPECIALITY CHEMICALS
PRIVATE LIMITED**

**Policy on Prevention of Sexual Harassment at
Workplace**

Version 1.1



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1. Objective:

To create a work environment where safety and dignity of women Employees is ensured and they are protected from Sexual Harassment as envisaged by Supreme Court of India Guidelines on Sexual Harassment, August 1997, "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013"

2. Scope:

The Policy intends to ensure that no woman Employee is subjected to sexual harassment and it is applicable to all Employees of ChemconSpeciality Chemicals Private Limited ("CSCPL") and its fraternity. "Employee" as referred to in this Policy covers all employees of CSCPL, whether permanent or temporary, probationary or part-time or working as a consultant or on a voluntary basis or engaged through a contractor or agent, including employees at CSCPL's factories/offices. Where Sexual Harassment occurs against any female Employee as a result of an act by a third party or outsider while on official duty, CSCPL will take all necessary and reasonable steps as per the applicable rules and regulations, to initiate action at the workplace of the third party or outsider. This Policy shall be applicable to any allegation of Sexual Harassment at CSCPL premises including any place visited by an Employee arising out of or during the course of employment and/or transportation provided by CSCPL ("Workplace").

3. Definitions:

- a) "**Act**" means "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment thereto.
- b) "**Aggrieved Woman**" means any female Employee of CSCPL or any woman who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
- c) "**Internal Complaints Committee**" means a committee by that name, constituted by the Board of CSCPL as per the provisions of the Act.
- d) "**Respondent**" means the person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman.
- e) "**Sexual harassment**" means and includes:-
1. "... such unwelcome behaviour of a male employee towards a female employee (whether directly or by implication) as:
 - Physical contact and advances;
 - a demand or request for sexual favours;





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- sexually coloured remarks;
 - showing pornography;
 - any other unwelcome physical, verbal or non-verbal conduct of sexual nature."
2. Implied or explicit promise of preferential treatment to a woman employee in her employment; or
 3. Implied or explicit threat of detrimental treatment to a woman employee in her employment; or
 4. Implied or explicit threat to a woman employee about her present or future employment status; or
 5. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 6. Humiliating treatment likely to affect her health or safety.

4. Internal Complaints Committee:

The Internal Complaints Committee shall comprise of:

- a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the Employees;
- b) Not less than 2 (two) members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge; and
- c) One member from amongst non-governmental organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The Internal Complaints Committee will operate on the following guidelines:-

- a) the person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman Complaints Committee shall meet as and when any instance of violation of the policy is referred to the committee and in any case at least once in a year.
- b) Internal Complaints Committee shall prepare the annual report and submit the report pertaining to number of cases filed and their disposal under the act to the Board.
- c) The Presiding Officer and the members of the Internal Complaints Committee will hold the position upto three years from the date of their nomination.

5. Functioning of Committee: