

IST LIMITED

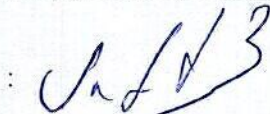
STANDARD OPERATING PROCEDURE FOR SEXUAL HARASSMENT COMMITTEE		Document No. QM/01
		Effective Date: 01.07.2021
		Review Period : 2 Years
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		Revision No : 00
APPENDIX J		
Prepared by	Approved by	Authorized by
Name : Mrs Sarita Bhatnagar	Name : Dinesh Yadav	Name : Col S K Basu
Designation: Sr Stenographer	Designation: Dy GM	Designation: Technical Director
Date : 30.06.2022	Date : 30.06.2022	Date : 30.06.2022

Revision History

Issue	Effective Date	Reason for issue
A	01.07.2021	As per requirement of Sexual Harassment of Women at the workplace (Prevention, Prohibition and Redressal) Act 2013 & ETI Code
B		Scheduled review of SOP

1.		<u>PURPOSE :</u> To develop a procedure to ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures and to develop a policy against sexual harassment of women at the organization.
2.		<u>SCOPE:</u> This policy and procedure for sexual harassment is applicable to all employees (whether on role or contractual) and also to all the service providers/contractors/visitors /and any other as the case may be, entering into the factory premises at IST Limited, Kapriwas.
3.		<u>DEFINITION :</u>
	3.1	Sexual Harassment : According to the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013, Sexual harassment includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication) namely :
	3.1.1	Physical contact and advances, or
	3.1.2	A demand or request for sexual favours; or
	3.1.3	Making sexual coloured remarks, or
	3.1.4	Showing pornography; or
	3.1.5	Any other unwelcome physical, verbal conduct of sexual nature.

Approve by :



Sign :

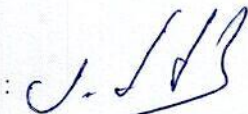
Technical Director

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	3.1.6	Any act falling under the purview of following cases shall be considered as an incident of sexual harassment (Clarification Unwelcome acts or behavior):
	3.1.6.1	When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of employment, participation, or evaluation of a person's engagement in any activity.
	3.1.6.2	When unwelcome sexual advances and verbal, non-verbal (and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, whats app or e-mails, gestures, exhibition of pornography, lurid stares physical contact, stalking, sounds or display of a derogatory nature.
	3.1.6.3	Interfering with her work or creating an intimidating, offensive or hostile environment of her.
	3.1.6.4	When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the letter's consent or against that person's will such conduct will amount to sexual assault.
	3.1.6.5	When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the organization is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
	3.1.6.6	When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
3.2		<u>Internal Complaint Committee:</u> Sexual harassment committee shall represent Internal Complaint Committee.
3.3.		<u>Gender Sensitization :</u>
4.		<u>RESPONSIBILITIES :</u> Hod HR will be responsible to ensure implementation of policy on ground.SOP will be approved by Technical Director.
4.2		HR shall be responsible for formation and facilitating the sexual harassment committee meeting on specified frequencies.
4.3		External Member shall act as investigator/advisor as an independent body.

Approve by :



Sign :

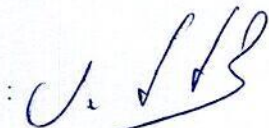
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4.4		Members of sexual harassment committee shall be responsible for providing recommendation to the management regarding the course of actions to be taken in the matter. This will be put up to Technical Director
4.5		All stakeholder and associates shall comply with this policy.
5.		<u>PROCEDURE :-</u>
5.1		<u>JURISDICTION :</u>
		The rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made by any female employee against any employee who may be administrative staff, production staff, contractual worker, service provider, visitor or/and any other person who may be entering the factory premises, irrespective of whether sexual harassment is alleged to have taken place within or outside the factory premises.
5.2		<u>FORMATION & TENURE OF THE COMMITTEE :</u>
	5.2.1	<u>In order to implement the policy, a Committee shall be appointed whose composition and mandate shall be as described below:</u>
	5.2.1.1	A Female staff from the Senior Management (Mrs. Sheela, Sr. Foremen)
	5.2.1.2	TWO staff From HR (ONE female & ONE male)
	5.2.1.3	ONE staff from Office area .
	5.2.1.4	ONE employee from worker level.
	5.2.1.5	One external member (preferably district Court Advocate) –Mr. P.R. Yadav
	5.2.2	Any member who has been convicted for an offence or an inquiry into offence under any law for the time being in force is pending or has been found guilty in any disciplinary proceedings or the disciplinary proceeding is pending against him shall not be a member of the harassment committee.
	5.2.3	The tenure for the sexual harassment committee shall be for three years .
	5.2.4	Reconstitution of the sexual harassment committee shall be done after completion of tenure. If any members of committee leave the organization, then the vacancy shall be filled by any other nominated member within 7 days .

Approve by :



Sign :

Technical Director

**STANDARD OPERATING PROCEDURE FOR
SEXUAL HARASSMENT COMMITTEE**

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5.3		<u>COMPLAINTS AND ITS INQUIRY :</u>
	5.3.1	Any aggrieved women may make in writing a complaint of sexual harassment to any of the committee members within a time period of one months from the date of incident or in case of series of incidents the date of last incident.
	5.3.2	The committee before initiating an inquiry and at the request of the aggrieved women shall take steps to settle the matter between her and the respondent through conciliation. But there shall be no monetary benefits in the conciliation.
	5.3.3	If the matter is settled then the committee shall record the same and shall forward the same to the top management. The copies of the settlement may be provided to the aggrieved women and the respondent.
	5.3.4	If the matter is not settled then a further inquiry shall be initiated and conducted by committee in accordance to the service rules as applicable to the respondent.
	5.3.5	The inquiry shall be completed with a period of 30 days .
	5.3.6	On completion of the inquiry, the committee shall provide a report of findings to the top management within a period on ten days after completion of enquiry.
	5.3.7	Where the committee arrives on a conclusion that the allegations against the respondent has not been proved then the committee shall recommend the top management not to take any actions against the respondent.
	5.3.8	And where the committee arrives on a conclusion that the allegations against the respondent has been proved then the committee shall recommend the top management to take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules to the respondent.
	5.3.9	Where the committee arrives on a conclusion that the allegations against the respondent are false or the aggrieved woman or any other person as the case may be has made complaint knowing it to be false or the aggrieved woman or any other person as the case may has produced forged/misleading documents, the committee may recommend the top management to take action against the woman or the person in accordance with the provision of the service rules to her or him.
	5.3.10	Where the committee arrives on a conclusion that the witness has been false evidence or produced forged/misleading documents, the committee may recommend the top management to take action against the woman or the person in accordance with the provision of the service rules to her or him.

Approve by :

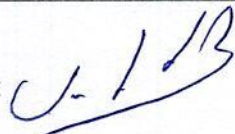


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Technical Director

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	5.3.11	The actions as taken against the respondent or the terms of settlement, address & identity of the aggrieved woman and the respondent shall be kept confidential and shall be not be made known to public.	
5.4		<u>DUTIES OF OTHE EMPLOYER :</u> The employer shall :	
	5.4.1	Provide a safe working environment at the workplace, and ensure only professional intimacy exist between the co-workers.	
	5.4.2	Display clearly at designated places the disciplinary/punitive actions for sexual harassment.	
	5.4.3	Provide the facilities to the committee for dealing with complaint and conducting enquiry.	
	5.4.4	Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.	
	5.4.5	Timely monitor recommendations of harassment committee and initiate quick actions whenever required.	
5.5.		<u>POWER AND DUTIES OF COMMITTEE:</u>	
	5.5.1	The committee shall not act as a moral police neither shall it intrude on anyone's privacy	
	5.5.2	The role of the committee is to create awareness about sexual harassment and addressing s issues relating to the harassment towards female employees and collectively discuss and forward their findings to the management for further actions.	
	5.5.3	If there is any harassment issues with female employee the same will be brought to the notice of any member of sexual harassment committee in writing.	
	5.5.4	HR is responsible to arrange the sexual harassment committee meeting once in every 3 months but can also be called on need basis if required. The points discussed in the meeting shall be kept confidential to safeguard self-respect of the victim.	
	5.5.5	Members of the committee shall be sensitive to the issue and shall not let personal biases, prejudices (whether based on gender, caste, class), and stereotypes (e.g. predetermined)	

Approve by :



Sign

: Technical Director

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ANTI SEXUAL HARASSMENT COMMITTEE MEMBER

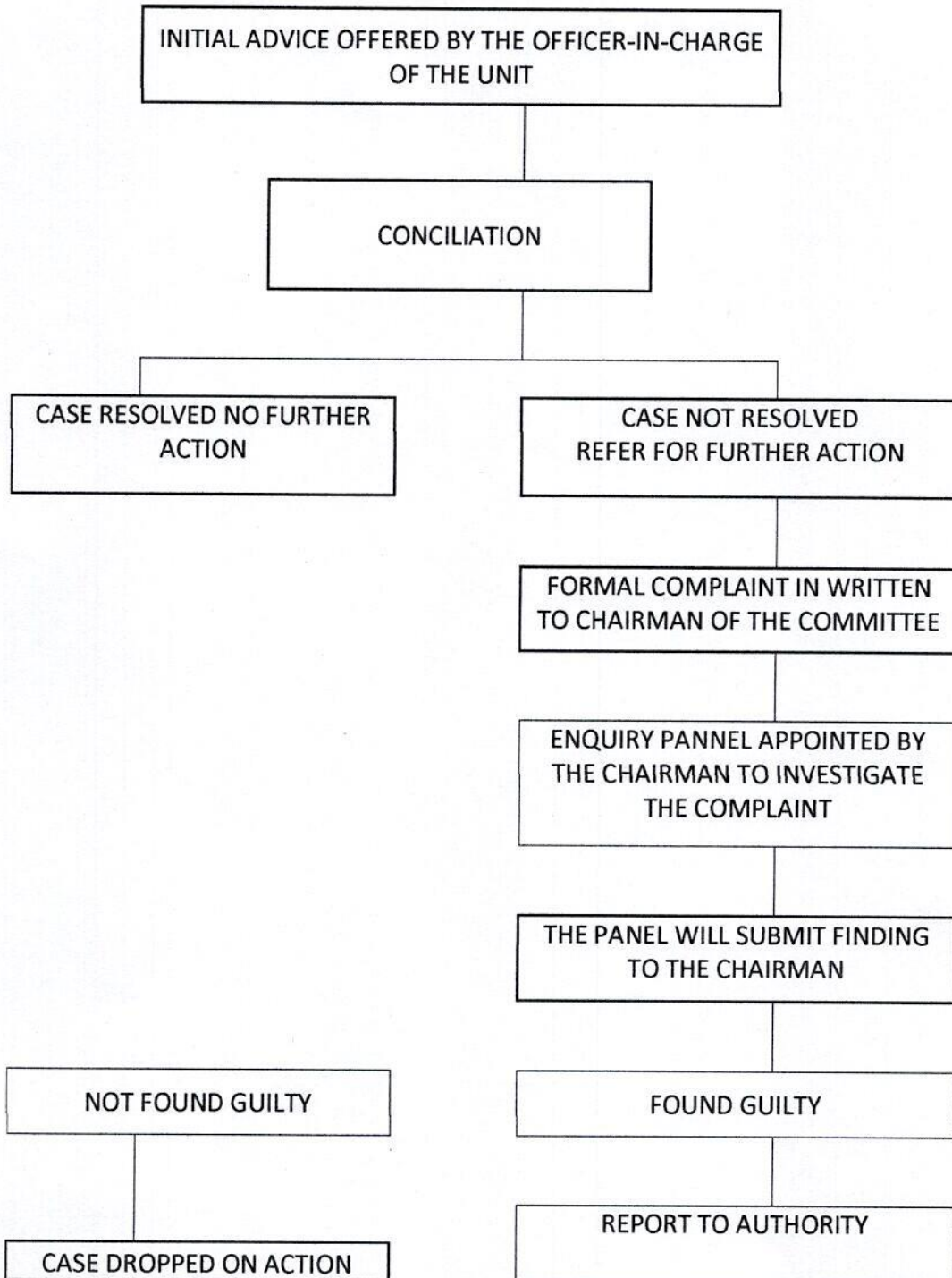
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S.No.	Name of Committee Member	Role (Department)	Contact No. & Emails	Photo
1		Director Technical		
2		Member		
3		Member		
4		Member		
5		Member		
6		Member		
7		Member		

V. 212

FLOW CHART FOR RESOLVING COMPLAINT ON SEXUAL HARASSMENT COMPLAINT



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POLICY OF ANTI-SEXUAL HARASSMENT COMMITTEE

Sexual harassment of women employee violates both the law of the land and law of nature. Since sexual harassment is a form of discrimination which makes the victim feel degraded, the company undertake to take all necessary step so that workplace is free from sexual harassment. Sexual harassment is prohibited and unacceptable at all levels of the company.

The anti-sexual harassment applies to all employees in the company.

The following acts shall constitute sexual harassment:-

- Verbal harassment
- Physical harassment
- Visual harassment
- Solicitation of sexual favours

Resolution of claims of Sexual Harassment

- Initial Advice
- Conciliation
- Formal Complaint
- Appeal
- Records

In view of the above the company has formed internal complaints committee to deal with such type of case.

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IST LIMITED

Sexual Harassment Committee Meeting - Attendance Record

venue:- MEETING ROOM

S.No.	Name of Committee Member	COMMITTEE MEMBERS	Dates Meeting Held during the year					
			Dates					
1		Technical Director						
2		Member						
3		Member						
4		Member						
5		Member						
6		Member						
7		Member						

J. B.

Sexual Harassment Committee Meeting

DETAILS OF POINTS DISCUSSED IN MEETING

DATE: -.....

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