	URJA FOODS & AGRO PVT. LTD.	
	Department/Process	Human Resource Department
	Policy Name	Anti Sexual Harassment Policy
	Document Number	UFAPL/HR/POL/18
	Date of Issue	
Prepared By	Approved By	Authorised By
HR Manager	GM - Operations	M.D.
Date: 11.07.2022	Date: 15.06.2022	Date:

Anti-Sexual Harassment Policy

Objective:

- To provide a safe working atmosphere to all Female employees in the organisation.
- To evolve an effective mechanism for the prevention, prohibition and redress of sexual harassment of employees at the work place or in the course of official duties with the Company.
- To uphold the commitment of the Company to provide an environment that is free from discrimination and violence against women.

Purpose: To lay a clear guideline for a clear understanding of Sexual harassment and its offences.


Eligibility: All employees (Onroll & Off Roll), Customers, Dealers, Vendors & Guests.

Responsibility: All HOD

Accountability: HR Manager

Need for this Act:

- The Government of India has made a law called ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013’ which has come into force on 9th December, 2013; on prevention of sexual harassment against female employees at the workplace. Any person making unwelcome physical contact and explicit sexual overtures, demanding or requesting sexual favours, making sexually coloured remarks or showing pornography against the will of a woman shall be guilty of the offence of Sexual Harassment and Section 354A of the Indian Penal Code 1860 prescribes punishment for this offence, ranging from simple to rigorous imprisonment, for term one year to three years, or with fine, or with both
- We at “**Urja Foods**” provide a safe working environment and prohibits any form of sexual harassment. The Company is committed to create a safe and healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all its employees have the human right to be treated with dignity. Sexual Harassment at the work place or in the course of official duties, if involving employees of the Company shall be considered a grave offence, and is therefore punishable under the applicable laws.
- Accordingly, the Company has formulated this Policy called as "The Anti – Sexual Harassment Policy" (“Policy”) to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. This policy intends to prohibit

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occurrences of any form of sexual harassment and also details procedures to follow when an employee believes that a violation of the policy has occurred within the ambit of all applicable regulations regarding Sexual harassment.

- Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of policy.
- Violation of this policy will call for strict disciplinary action up to and including termination.
- This policy has been framed specifically in compliance with the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.


❖ **Internal Complaints Committee / Complaint Redressal Committee**

- An Internal Complaints Committee (hereinafter called as 'the Committee') has been constituted by the Board of Directors of the Company to consider and redress complaints of Sexual Harassment under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter called as 'Act') and as per the provision(s) of any other enactment, if any, for the time being in force in India and as per the Rules there in as per the notification issued by Ministry of Women and Child Development dated 9th December, 2013 (hereinafter called as 'Rule').
- Such Committee will be implemented by Human Resource Department of the Company as per the provisions stated under the above-mentioned Act with Rule thereunder as mentioned above.

The Chairman and Members of the Committee are as follows:

- Mr. Pramod Hinge - Chairperson
- Dr.Mohan Giri – Member
- Mrs.Manisha Khilari - Member
- Mrs.Sanchita Shingade - Member
- Mrs. Rekha Temkar – Member


- A Quorum of three members is required to be present for the proceedings to be conducted in the Committee. The Quorum shall include the Chairperson & at least two members, out of which one Member shall be a woman.
- No person who is a complainant, witness or defendant in the complaint of sexual harassment shall be a member of a Committee
- Any Committee member charged with sexual harassment in a written complaint must step down as a member during the enquiry into that complaint.

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- The Committee shall also have one person who is a nominee from a Non-Governmental Organization or any such person who is familiar with the subject of Sexual Harassment, as a third-party Member.
- The Chairperson & every member of the Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified as stated in the Rule.
- For keeping good Governance in the Company, such Committee will prepare a quarterly / annually report of the Committee which will be submitted to the Company Secretary and Compliance Officer of the Company at the end of every year.

❖ **Reporting & Redressal Process**

1. Filing of complaint: The employee affected by Sexual harassment, directly or indirectly needs to submit the complain in writing to the committee member. This complaint can be sent either on mail or by writing a letter and duly signed and delivering to the committee member in a sealed envelope. The complaint needs to be accompanied by all relevant details, evidences. The evidences submitted should be tamper proof.
The complainant needs to ensure that the complaint will only be considered if it is occurred before last 3 months. No complaints will be considered if it is not as per the timeline.
In case if the employee himself is not able to make a complaint due to his / her health conditions, the legal representative can make a complaint to the management within 3 months from the occurrence of the incident.
The complainant will use the prescribed format for raising the complained as per **Annexure I**. However any written complaint received from any complainant will also be considered.
2. The filing of the complaint should not adversely affect the job, salary, promotion of the respective employee.
3. The company will always encourage prompt reporting of complaints so that timely and appropriate actions can be taken by the committee.
4. If any member is feeling any pressure to withdraw the complaint or any revenge to withdraw the case / complaint, then such employee should immediately report such incident to the committee member. Such incident shall be treated seriously by the company.
5. The committee will ensure that in case of such complaint, the secrecy will be strictly followed in terms of the complaint details and persons involved in it.

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6. The committee will use a register for tracking the complaint received under this policy. This register will be strictly under the control of the committee chair person / HR Manager.
7. The committee will hold a meeting with the complainant within 24 HRs from the receipt of the complaint. The committee will first call the complainant and hear to the complaint and later decide the further action of investigation.
8. In case the complaint being found false / mollified, the committee will dispose the complaint and take disciplinary action against the complainant. Such false complaints will be treated as misconduct and will be dealt with utmost seriously.
9. The committee will have full authority to take decision on the complaint received and also decide whether the complaint received falls under this policy or not.

❖ **Enquiry Process:**

1. The committee upon receiving the complaint will decide the place of enquiry based upon the safety and security of the complainant and the witness.
2. The committee members will call the complainant, and understand the complaint and take all the evidences under their control for further process.
3. The committee will also call the employee against whom the complaint is made, and show him the written complaint raised against him.
4. The committee will ensure that no documents / evidences are shared to the employee against whom complaint is made to maintain the secrecy of the same.
5. The committee will ensure that principle of natural justice is followed while conducting the enquiry. The committee will give reasonable opportunity to both the complainant and the defendant to represent their evidences in the investigation.
6. The committee will ensure that all complaints received under this policy, will be treated on top most priority and will be closed in 15 days time.

❖ **Final Decision:**

1. Upon completion of the enquiry, the committee will take appropriate decision based on the findings from the enquiry.
2. Upon receipt of the Inquiry Report, the Board shall promptly act on the Inquiry Report. If the Board disagrees or wishes to modify the recommendations of the Committee against Sexual

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Harassment, it may do so by recording the reasons in writing.

- The disciplinary action shall be commensurate with the nature and impact of the sexual harassment.

❖ **Prevention action:**

- The company will ensure that all employees are made aware of the Prevention against the sexual harassment policy by regular time to time training to all current employees and new joiners.
- All new joiners will be given awareness on this policy during their Induction programme by HR team.

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Complaint Sheet

[Pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 & Anti – Sexual Harassment Policy of the Company]

Particulars	Details
Name of the alleged offender(s)/ harasser(s) including designation and contact number	
Date(s) and location(s) of the alleged incident(s) of harassment	
A detailed description of the incident(s) in question as well as other relevant circumstances	
Name of witness(s) including designation and contact number	
Details of physical and/or documentary proof if any that supports the allegation; including other potential complainants, if any	

Signature of Employee : _____

Name of Employee: _____

Address: _____

Contact No. _____

Designation _____

Department _____

Date :

Place:

(Please sign and return this form to any member of the Internal Complaints Committee or Human Resources Department of the Company)

* Within 3 months from the date of occurrence of incident.