

**BL KASHYAP & SONS LIMITED**  
**POLICY ON PREVENTION OF SEXUAL HARASSMENT AT**  
**WORKPLACE**

**Introduction:**

BL Kashyap & Sons Ltd is committed to providing a safe and conducive work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. Our's is an equal employment opportunity company and is committed to creating a healthy working environment that enables 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. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment. BL kashyap & Sons' quest for competitive excellence consists of our commitment to lawful and ethical conduct and adhering to BLKs values. Integrity, honesty and respect for people remain some of our core values. We expect our employees to combine "Expertise with responsibility". Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behaviour will be attributed to the company and can affect its inward and outward reputation.

Under the corporate compliance, harassment of any kind including sexual harassment is forbidden. Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behaviour to be normal or acceptable and of whether the harassed person has the opportunity to avoid the harassment. BLK is committed to providing a work environment free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work.

The BLK Prevention of Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

**Applicability**

This policy is known as **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** (herein after referred to as 'Policy') and is applicable to all employees, workers and trainees (whether in the office premises or outside while on assignment) of the following BLK group companies in India "BL Kashyap & Sons Ltd", BLK Lifestyle Ltd, and Soul Space, (herein after referred to as BLK or the Company). Where sexual harassment occurs to a BLK employee as a result of an act by a third party or outsider while on official duty, BLK will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

The said policy is to define the guidelines and the process to be followed in order to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment in addition to the matters connected herewith or incidental thereto.

## **What is Sexual Harassment?**

Sexual Harassment includes any one or more of the following acts or behavior (whether directly or by implication)

- Unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, lurid stares, showing pornography and sexual demands whether by words, gestures or actions. It also includes requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
- It also includes molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affects her/his performance;
- Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- 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;
- Conduct of such an act at work place or outside in relation to an Employee during the course of employment; and
- Any unwelcome gesture by an employee having sexual overtones ("Employee" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as Consultants)

Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

### **If you are being harassed:**

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

If you are being harassed:

1. Tell the accused that his / her behaviour is unwelcome and ask him/her to stop.
2. Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately.
3. File a complaint as soon as possible. If, after asking the accused to stop his / her behaviour, the harassment continues, report the abuse to the Complaints Committee formed for this purpose.

### **The COMPLAINTS COMMITTEE:**

The Company has instituted a Complaints Committee to be named as "Internal Complaints Committee" for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. Initially, and till

further notice, the Complaints Committee will comprise of the following four members out of which at least two members shall be women.

The Complaints Committee is responsible for:

1. Investigating every formal written complaint of sexual harassment
2. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
3. Discouraging and preventing employment-related sexual harassment

A Complaints Committee has been framed consisting of the following:

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>
1.	Ms. Shruti Chaudhari	Chairperson
2.	Ms. Uma Bhardwaj	Member
3.	HR HEAD	Member
4	Mr Abhimanyu Mahajan	NGO/ Company Lawyer

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

### **REDRESSAL PROCESS**

1. Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
2. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
3. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
4. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
5. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## **ENQUIRY PROCESS**

1. The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
2. The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
3. The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
4. If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.
5. If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he /she shall supply original copies of such documents. Both shall affix his /her signature on the respective documents to certify these to be original copies.
6. The Committee shall call upon all witnesses mentioned by both the parties.
7. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
8. The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its Recommendations for action to the Head -HR. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
9. The Head -HR will direct appropriate action in accordance with the recommendation proposed by the Committee.
10. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

## **OTHER POINTS TO BE CONSIDERED**

1. The Committee may recommend to the Head -HR action which may include transfer or any of the other appropriate disciplinary action.
2. The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
3. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
4. The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to Head - HR.
5. 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.

## **Informal Resolution Options**

When an incident of sexual harassment occurs, the victim of such conduct can communicate their 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, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

**Complaints:**

1. An 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 Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, 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 their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.
2. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 15 days from receipt of the complaint.

In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons and communicate the same to the complainant.

3. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Complaints Committee.
4. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
5. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Head –HR as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Head-HR will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.

**Corrective action may include any of the following:**

- a. Formal apology
- b. Counselling
- c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
- d. Change of work assignment / transfer for either the perpetrator or the victim.
- e. Suspension or termination of services of the employee found guilty of the offence
- f. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## **Conciliation**

The internal committee may before initiating an inquiry under the "Policy" and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation, provide that no monetart settlement shall be made as a basis of conciliation.

## **Compensation**

Sums to be paid to the aggrieved woman, the internal committee, shall have regard to –

- a. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman
- b. Medical expenses incurred by the victim.
- c. Loss in the career opportunity due to the incident of sexual harassment.
- d. The income and financial status of the respondent.

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

## **ACCESS TO REPORTS AND DOCUMENTS:**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

## **PROTECTION TO COMPLAINANT / VICTIM:**

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

## **CONCLUSION:**

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

## PROCESS FLOW

**Victim makes a formal Complaint** to the **Presiding Officer** - Complaints Committee



**Presiding Officer - COMPLAINTS COMMITTEE** (..... ) **examines** the allegation, preferably within 30 days from receipt of complaint **COMMUNICATION OF RESULT**



If the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the **concern will be dismissed** and communication will be sent to the Victim



If the allegation falls under the purview of Sexual Harassment, the **Presiding Officer appoints a COMPLAINTS COMMITTEE** for further investigation.



Process ends



Complaints Committee conducts a **detailed investigation** with the accused and other individuals



Complaints Committee submits its **Report** to the Head – HR, preferably **within 90 days** of receipt of Complaint.



If not proved



**Disciplinary Action** shall be taken against the Complainant, if deemed fit.



Accused is **exonerated**.



**If complaint Proved**



**Disciplinary Action** is taken against the accused including **preventive measures**