

# **KSS LIMITED**

**POLICY ON PREVENTION OF SEXUAL HARASSMENT AT  
WORKPLACE**

## **Overview**

Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.

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. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

## **Scope**

This Policy extends to all employees of the Company and its subsidiary and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

## **Definition of Sexual Harassment**

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

1. unwelcome sexual advances (verbal, written or physical),
2. demand or request for sexual favours,
3. any other type of sexually-oriented conduct,
4. verbal abuse or 'joking' that is sex-oriented,
5. any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

## **Responsibilities regarding Sexual Harassment**

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.



- ✚ 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**

The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.

- ✚ The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- ✚ The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- ✚ 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.
- ✚ 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.
- ✚ The Committee shall call upon all witnesses mentioned by both the parties.
- ✚ 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.
- ✚ 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 Chairman of KSS Limited. 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.
- ✚ The Chairman will direct appropriate action in accordance with the recommendation proposed by the Committee.
- ✚ The Committee shall be governed by The Sexual harassment of Women at Workplace (prevention, Prohibition and Redressal) Act, 2013 or any other legislation enacted later on.

### **Other Points to be considered**

The Committee may recommend to the VP-HR action which may include transfer or any of the other appropriate disciplinary action.

- ✚ The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- ✚ Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- ✚ The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to Chairman.
- ✚ In case the Committee find 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.