

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

Approved by Audit Committee and Board of Directors Meeting held on 27th September 2023 and become applicable w.e.f from 27th September 2023

<u>"Scope"</u>	
	<p>The Policy on "Prevention of Sexual Harassment" (POSH Policy) covers every "employee" in Resourceful Automobile Limited.</p> <p>Sexual Harassment shall be irrespective of sex, between same-sex or opposite sex. Sexual Harassment is judged by the impact on the complainant and not the intent of the Respondent.</p>
<u>"Definition"</u>	
	<p>"Aggrieved Person" means a person in relation to the workplace whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent</p> <p>"Company" means Resourceful Automobile Limited.</p> <p>"Employee" means a person employed at a workplace for any work on a regular, temporary, ad hoc or daily wages basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or whether the terms of employment are expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;</p> <p>"Employer" means Chairman and Managing Director of NSIL or any other Officer declared as such in its service rules.</p> <p>"Respondent" means a person against whom the aggrieved person has made a complaint.</p> <p>"Sexual Harassment" includes one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:</p> <ul style="list-style-type: none"> i. Physical contact and advances; or ii. a demand or request for sexual favors; or iii. making sexually colored remarks; or

	<p>iv. showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets, or sayings; or</p> <p>v. any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature;</p> <p><i>In addition, the circumstances of the following act, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:</i></p> <p>i. implied or explicit promise of preferential treatment in the employment;</p> <p>ii. Implied or explicit threat of detrimental treatment in behaviour;</p> <p>iii. Implied or explicit threat about their present or future employment status;</p> <p>iv. Interfering with their work or intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.</p> <p>v. humiliating treatment likely to affect the health and safety of the aggrieved person.</p> <p>vi. any other acts or behaviour, any reasonable person views as such</p> <p>vii. "Workplace includes all Company premises and shall include any place visited by the employee in the course of employment including transportation provided by the employer for undertaking such journey.</p>
<p><u>"Internal Complaints Committee"</u></p>	
	<p>1. To inquire and advise suitable action on the complaints of Sexual Harassment, there shall be a Committee called "Mandeep Internal Complaints Committee (MICC)". The Committee shall be constituted by the Chairman and Managing Director with the following members:</p> <p>(a) A Presiding Officer, who shall be a woman employed at a senior level at the workplace from amongst the employees. In case of non-availability of senior-level woman employees, the Presiding Officer shall be nominated from administrative units of the workplace.</p> <p>(b) Not less than two (2) Members from amongst employees of NSIL, DOS/ ISRO preferably committed to the cause of women or who have had experience in social work or have legal knowledge:</p> <p>(c) One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.</p> <p>Provided that at least one-half of the total Members so nominated shall be women.</p>

	<ol style="list-style-type: none"> 2. Every complaint received shall be forwarded to the MICC for investigation, and inquiry. 3. The committee members on a need basis will be provided with the necessary training to handle such matters effectively and with the required sensitivity and concern.
“Complaint Redressal Mechanism”	
	<ol style="list-style-type: none"> 1. Any aggrieved person may make, in writing, a complaint of sexual harassment at the workplace to MICC within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident, which may further be extended for a period not exceeding three months by MICC by recording the reasons in writing, if circumstances were such which prevented the aggrieved from filing a complaint within the said period. 2. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of MICC shall render all reasonable assistance to the aggrieved for making a complaint in writing. 3. Where the aggrieved employee is unable to make a complaint on account of their physical or mental incapacity or death or otherwise, (a) a legal heir or friend; or (b) a coworker; or (c) an officer of the National Commission for Women(NCW) or State Women’s Commission(SWC); or (d) any person who has knowledge of the incident, with a written consent of the aggrieved women; may make a complaint. 4. The MICC shall make an inquiry into the complaint in accordance with the principles of natural justice. 5. The Complainant or person authorized on their behalf as per the above provisions, shall make a complaint to the MICC along with the supporting documents and names and addresses of the witnesses. 6. On receipt of any such complaint, MICC shall provide a copy of such complaint along with the supporting documents to the Respondent within 7 working days.

	<p>7. Respondent shall file a reply to the complaint along with their list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents from MICC.</p> <p>8. MICC shall investigate the complaint in detail by giving reasonable opportunities for both parties. For the purpose of making an inquiry, under this policy, MICC has the power of a civil court, vested in it, in respect of:</p> <ul style="list-style-type: none"> a) Summoning and enforcing the attendance of any person and examining them under oath; b) Requiring discovery and production of documents; c) Any other prescribed matter. <p>9. During the inquiry process, the Complainant and the Respondent shall refrain from any form of threat, intimidation or influencing of Witnesses.</p> <p>10. The Committee shall ensure confidentiality during the enquiry process and will ensure that sufficient care is taken to avoid any retaliation against the witnesses.</p> <p>11. MICC shall have the right to terminate the inquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause, provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 days in advance, to the party concerned.</p> <p>12. The MICC must complete its investigation within a period of 90 days.</p> <p>13. The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the Internal Complaints Committee.</p> <p>14. For conducting the enquiry, the quorum of the MICC shall be of 3 members including the presiding officer.</p> <p>15. The MICC may before initiating an enquiry, and at the aggrieved party's request, attempt to settle the matter between them through conciliation. However, it shall ensure that:</p>
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	<p>A. No monetary settlement is made as a basis of conciliation.</p> <p>B. Where a settlement has been arrived, the MICC records the settlement so arrived and forwards the same to the employer to take action as specified in the recommendation. A copy of the same shall be provided to the aggrieved and the respondent. Where a settlement is arrived as mentioned above, no further enquiry shall be conducted by the MICC.</p> <p>16. During such inquiry, upon written request by the aggrieved person, the committee may at its discretion recommend:</p> <p>a) To transfer the aggrieved person or the respondent to any other workplace</p> <p>b) Grant leave to the aggrieved person, up to three months with salary which is in addition to leave to which he/she is otherwise entitled.</p> <p>Provided, the aggrieved person has to tender a justified reason for such transfer or leave, such as a threat to work in the workplace.</p>
<u>“Actions”</u>	
	<p>1. The committee shall on completion of the enquiry provide a report of its findings within 10 days from the date of completion of the enquiry and such report shall be made available to both the Aggrieved and the Respondent.</p> <p>2. If the allegation against the Respondent has not been proved, the Committee may recommend not to take any action in the matter.</p> <p>3. If the MICC arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend to the Employer to consider sexual harassment as misconduct and take action in accordance with the provisions of the Service Rules of the Company.</p> <p>4. Such action shall be taken within 60 days of the receipt of report.</p>
<u>“Awareness”</u>	
	<p>1. All women Employees, Agents, Customers, Vendors, Partners, and Visitors shall have access to this Policy.</p> <p>2. An awareness program shall be conducted among the women employees on the Policy & formation of MICC.</p>

	<p>3. The Company shall comply with all other details as set out under Section 19 of the Act to ensure that all employees are provided with a safe working environment at the workplace.</p> <p>4. The company shall display the notice showing the name of the MICC members suitably.</p> <p>5. The company shall make a declaration regarding the Policy on sexual harassment every year in the annual report.</p>
<u>“Miscellaneous”</u>	
	<p>1. Company with the approval of Competent Authority may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies the Act.</p> <p>2. Any such alterations amendments or rescinding will be intimated to the employees.</p> <p>3. Nothing contained in this Policy shall operate in derogation of any law for the time being in force or to the prejudice of any right of any employee under any other Rules or Law.</p> <p>4. The MICC shall prepare an annual report with the following details and shall submit the same to the Management to include in its annual report:</p> <ol style="list-style-type: none"> Number of Complaints of sexual harassment received during the year; Number of complaints disposed of during the year; Number of cases pending for more than 90 days; Number of workshops or awareness program against sexual harassment carried out; Nature of action taken by the employer. <p>5. The above Annual Report and the MIS should be prepared by the MICC and shall be submitted before the end of each financial year to the Senior Management of the Company.</p>
<u>“Review/ Amendment”</u>	
	<p>This Policy is subject to review / revision by the Board of Directors whenever felt necessary.</p>