

## **POSH (PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE) POLICY**

❖ **Commitment:**

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

The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. 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.

❖ **Scope & Purpose:**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative Act that seeks to protect women from sexual harassment at their place of work.

This is an Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The Act defines sexual harassment at the workplace and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.

The objective of this policy is to provide protection against sexual harassment of any women employee at workplace and for the Prevention and Redressal of complaints of Sexual Harassment and for matters connected there with.

The Policy is with respect to Prevention, Prohibition & Redressal of Sexual Harassment which may arise in places not limited to geographical location viz. Company's offices /branches but includes all such places or locations where acts are conducted in context of working relationships or whilst fulfilling professional duties or which may be visited by an employee during the course of employment including transportation provided by the company for undertaking such visit.

❖ **All "employees" defined under the Act are covered:**

Permanent, Temporary, Ad-hoc, Trainee, Contract, Daily wages, Voluntary, Probationers, Apprentices, part time or working as consultants.

The policy is applicable to all the allegations of sexual harassment by a women employee against another employee within company (office & site) premises, or official company functions (Parties and socials) or any business trips and official travel or transportation by company transport for official work.

It shall also be applicable in respect of all allegations of sexual harassment made by a third party / contractor / service provider / customer against an employee or made by an employee against a third party / contractor / service provider / customer, if the sexual harassment is alleged to have taken place within company premises or at the location of customer/vendors/service providers/contractors etc.

#### ❖ **Definition Of Sexual Harassment**

Sexual Harassment has traditionally been divided into two well-known forms:

- **Quid pro Quo:**

“Quid Pro Quo” means “this for that”. Applying this to sexual harassment, it means seeking sexual favors or advances in exchange for work benefits such as promises of promotion, higher pay, academic advancements etc. This type of sexual harassment mostly holds a woman to ransom as her refusal to comply with a 'request' can be met with retaliatory action such as dismissal, demotion, memos, tarnished work record and challenging work conditions.

- **Hostile work environment:**

"Hostile work environment" is a less clear yet more pervasive form of sexual harassment. It commonly involves conditions of work or behaviors towards a female employee, which make it unbearable for her to be there. While the employee is never promised, or denied anything in this context, unwelcome sexual harassment occurs simply because she is a woman. Understanding Instances of Sexual Harassment, a number of surveys revealed that a number of unwelcome actions by fellow colleagues are causing harassment among women employees.

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

❖ **Sexual Harassment at the workplace includes:**

1. Physical contact and advances; or
2. A demand or request for sexual favours; or
3. Making sexually coloured remarks; or
4. Showing pornography; or
5. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature
6. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
  - Implied or explicit promise of preferential treatment in her employment; or
  - Implied or explicit threat of detrimental treatment in her employment; or
  - Implied or explicit threat about her present or future employment status; or
  - Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - Humiliating treatment likely to affect her health or safety.

❖ **Key Elements of Workplace Sexual Harassment:**

Workplace sexual harassment is sexual, unwelcome and the experience is subjective. It is the impact and not the intent that matters and it always occurs in a matrix of power.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

- Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
- Exclusion from group activities or assignments without valid reason.
- Statements damaging a person's reputation or career.
- Removing areas of responsibility, unjustifiably.
- Inappropriately giving too little or too much work.
- Constantly overruling authority without just cause.
- Unjustifiably monitoring everything that is done.
- Blaming an individual constantly for errors without just cause.
- Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
- Insults or humiliations, repeated attempts to exclude or isolate a person

- Systematically interfering with normal work conditions, sabotaging places, or instrument of work.
- Humiliating a person in front of colleagues, engaging in severe campaigns
- Arbitrarily taking disciplinary action against an employee.
- Controlling the person by withholding resources (time, budget, autonomy and training) necessary to succeed.

#### ❖ **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.

#### ❖ **Complaint Mechanism**

Under Section 4 sub section (1) of the Act, “Every Employer of a workplace shall, by an order in writing, constitute a Committee, to be known as “Internal Complaints Committee”.

#### ❖ **Internal Complaints Committee**

An appropriate complaint mechanism in the form of “Internal Complaints Committee” (ICC) has been created in the Company for time-bound redressal of the complaint made by the victim.

Initially, and till further notice, the Internal Complaints Committee (ICC) will comprise of the following five members out of which at least two members will be of the same gender as that of the complainant:

- **Presiding Officer-** A woman employed at a senior level in the organization [as per section 4 subsection (2) (a)].
- **Member-** Employee at the Middle/ Senior Management level
- **Member-** Employee at the Middle/ Senior Management level
- **Member-** Senior HR member of the Company
- **External Member [as per Section 4 sub section (2) Functioning of the Committee]**

❖ (Refer to Annexure-A, for details of the current members of the Committee)

**The ICC is responsible for:**

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

**The Committee will:**

- Keep all complaints of sexual harassment confidential.
- Deal with the complaints within the time frame prescribed.
- Meet once in every three months.
- Review the need for any actions related to the implements of the policy.
- Review and discuss any complaints received.
- Investigate and coordinate the enquiry of complaints received.
- Suggest the penalty for the substantiated or un-substantiated complaints.
- Review and finalize actions on complaints related to third parties.

**❖ Procedures For Resolution, Settlement or Prosecution of Acts of Sexual Harassment:**

▪ **Complaint Handling and Inquiry Process:**

**Step 1** - Written complaint is made to the ICC. Complaint can be made by sending a mail on exclusive email ID [posh@enterohealthcare.com](mailto:posh@enterohealthcare.com) which is specifically created for sending sexual harassment related complaints.

**Step 2** - Committee reviews and calls for a meeting.

**Step 3** - If Conciliation the case is closed.

**Step 4** - If it requires investigation the process is followed.

**Step 5** - ICC completes the investigation in three months.

**Step 6** - Recommendation is given to the company.

**Step 7** - In case of any issues appeal can be made with the District Committee (Collector's office)

▪ **Timelines Related to Sexual Harassment Complaint:**

- A written complaint must be filed by the employee within 90 days of the date of the incident.
  - The inquiry must be completed within 90 days.
  - The inquiry report must be issued within 10 days of the date of completion of inquiry.
  - Employer is required to act on the recommendations of the committee within 60 days of receipt of inquiry report.
  - Appeal against the action of the employer is allowed within 90 days of the date of recommendation.
  - In case of Fake complaint, appropriate actions are taken against a woman employee.
- **Disciplinary Measures - noncriminal offence (when IPC 354 A, B, C, D and 509 are not applied)**

The committee may recommend to the Management / Employer (Managing Director/President Region) action/disciplinary measures which may include:

- Warning letters,
- Withdrawal of previous recognition awards,
- Suspension of service for a duration to be decided by ICC,
- Relocation and / or change of assignment,
- Loss of increment and withdrawal of any benefits,
- Demotion,
- Dismissal or termination of service,
- Deduction of salary for compensation or any other disciplinary action.

The measures will be applicable to Substantiated complaints or Unsubstantiated complaints.

The management shall provide all necessary assistance for effective implementation of the policy.

- **Handling of complaints with Third parties:**
- It is the intention of the organization to have a mechanism in place to address any complaint with or from third parties.
  - Vendors and customers.
  - All employees who have contact with customers are expected to conduct themselves in a professional manner.

- Complaints received from any third parties will be handled according to the guidelines for grievance handling defined in the policy applicable to internal complaints.
- Handling of complaints against a third party will be discussed within the ICC and actions taken appropriate to the situation.

▪ **Interim Measures:**

The Sexual Harassment Act empowers the ICC to recommend to the employer, at the request of the aggrieved employee, interim measures such as:

- Transfer of aggrieved employee or respondent to another workplace.
- Grant special leave of up to 3 months to the aggrieved employee.

▪ **Company initiated Measures for Prevention of Sexual Harassment:**

- Create a safe working place.
- Sensitize all employees on the topic.
- Frame and display clear guidelines on Sexual Harassment and redressal process.
- Publish information on the Act and company policy on the intranet.
- Conduct Training / Workshops at all levels.
- Create an Internal Complaints Handling Committee.
- Create dedicated email id `posh@enterohealthcare.com`, for registration of complaints.
- Publish information about Internal Complaints Committee and redressal process on company premises.
- Hold regular meetings of ICC and write reports of such meetings.
- Act on recommendations of the ICC after the close of the inquiry of complaint.

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.

❖ **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 with a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

❖ **Interpretation, Review & Control:**

The company reserves the right to add, delete or modify any clause or any part thereof in this policy while assigning any reason.

The company reserves the right to interpret the meaning of this policy and/or any part thereof/supplementary orders issued therein, and such interpretation shall be final and binding upon all the employees.

<i>Sr. No.</i>	<i>Version No.</i>	<i>Date of Approval</i>
1.	<i>Ver. 1 – Adoption of Code</i>	<i>August 25, 2023</i>
2.	<i>Ver.2 – Amendment of Code*</i>	<i>June 18, 2025</i>

**Annexure-A**

Sr. No.	Role	Name & Designation	Email Id
1	<b>Presiding Officer</b>	<b>Mrs. Sanu Kapoor</b> Vice President - General Counsel & Company Secretary	<a href="mailto:sanu.kapoor@enterohealthcare.com">sanu.kapoor@enterohealthcare.com</a>
2	<b>Member</b>	<b>Mr. Prashant Paleja</b> General Manager - Business Development	<a href="mailto:prashant.paleja@enterohealthcare.com">prashant.paleja@enterohealthcare.com</a>
3	<b>Member</b>	<b>Dr. Sneha Ayyar</b> Manager - Business Development	<a href="mailto:sneha.ayyar@enterohealthcare.com">sneha.ayyar@enterohealthcare.com</a>
4	<b>Member</b>	<b>Mr. Amit Chauhan</b> Vice President - Group HR Head	<a href="mailto:amit.chauhan@enterohealthcare.com">amit.chauhan@enterohealthcare.com</a>
5	<b>Member from an NGO/Lawyer</b>	<b>Ms. Sana Hakim</b> External Member	<a href="mailto:sana.hakim@equilibrioadvisory.org">sana.hakim@equilibrioadvisory.org</a>
6	<b>Member from an NGO/Lawyer</b>	<b>Ms. Shambhavi Rai</b> External Member	<a href="mailto:shambhavi.r@equilibrioadvisory.org">shambhavi.r@equilibrioadvisory.org</a>
7	<b>Member from an NGO/Lawyer</b>	<b>Ms. Prerana Saraf</b> External Member	<a href="mailto:prerana.s@equilibrioadvisory.org">prerana.s@equilibrioadvisory.org</a>