



# WeP SOLUTIONS LIMITED

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

This Policy for Prevention of Sexual Harassment at Workplace (POSH) of WeP Solutions Limited has been established / adopted / approved by the Board of Directors of WeP Solutions Limited in its Meeting held on 29th May 2013.

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*Company's existing policy approved by the Board of Directors on 29th May 2013 is replaced by this policy in order to make it more aligned with the recent amendment(s) pursuant to The SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and the Companies Act 2013 as amended.*

- ♣ Document Title – Whistle Blower Policy.
- ♣ Originally Framed – 29th May 2013
- ♣ Current Revision Effective Date – 1<sup>st</sup> April 2019.
- ♣ Approving Authority – Board of Directors dated 25<sup>th</sup> May 2019.

## 1. INTRODUCTION AND SCOPE OF POLICY

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

WeP Solutions Limited and its group/subsidiary/associate or sister concerns or trusts (“Company”) is committed to provide a safe and conducive work environment and is committed to creating a healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

The ‘Policy on Prevention of Sexual Harassment of women at workplace’ WeP Solutions Limited intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it. The Board of Directors of the Company, at its meeting held on 29<sup>th</sup> May 2013, approved the policy pertaining to Prevention of Sexual Harassment at Work Place.

## 2. DEFINITIONS

- 1) **“Aggrieved woman”** - In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.
- 2) **“Respondent”** - A person against whom a complaint of sexual harassment has been made by the Complainant.
- 3) **“Complainant”** shall mean a woman or a man who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.
- 4) **“Employee”** means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage 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 otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- 5) **“Workplace”** includes any place visited by the Employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

### 3. APPLICABILITY

This policy will extend to all associates of the Company including those employed on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, whether for the remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied.

The policy also extends to those who are not employees of the Company, such as customers, visitors, vendors, suppliers, contract worker, probationer, trainee, apprentice or called by any other such name, but are subjected to sexual harassment at the Premises (defined hereinafter) of the Company.

Where sexual harassment occurs to an Employee of the Company as a result of an act by a third party or outsider while on official duty, Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

This Policy is deemed to be incorporated in the service conditions of all Employees and comes into effect immediately.

### 4.SCOPE

‘Sexual harassment’ includes any unwelcome sexually determined behavior (direct or implied) such as physical contact and advances, unwelcome communications or invitations, demand or request for sexual favors, sexually cultured remarks, showing pornography, creating a hostile work environment and any other unwelcome —sexually determined behavior (physical, verbal or non-verbal conduct) of a sexual nature.

Sexual Harassment would also mean:

i. Quid pro quo sexual harassment, which means something in return or an exchange of one thing for another.

- a. In the workplace, quid pro quo sexual harassment takes place if sexual favors are asked in exchange for any kind of special treatment on the job. Threatening an Associate about his/her present or future employment status if he/she does not consent to such sexual advances or a favor also amounts to sexual harassment. The act of ‘asking’ may either be verbal or implied and ‘the sexual conduct’ may be verbal or physical. But, in either case, it must be unwelcome

For e.g.: Direct or implied requests or offers by any associate for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

ii. Hostile work environment includes.

- a. Hostile environment sexual harassment occurs when either speech or conduct of a sexual nature takes place, and is seen or perceived as offensive and interferes with the work performance of the recipient, or any one or more Associates
- b. Hostile environment sexual harassment may also include intimidating or harassing conduct that is directed at an individual, or a group of individuals.
- c. It will also mean related retaliation which includes marginalizing someone in the workplace with regard to his / her roles and responsibilities, socially ostracizing, intimidating someone physically, psychologically, and emotionally or someone close to or related to the victim, to the extent the humiliation or intimidation affects the health or safety.

This is only an indicative list of the possible acts which could be treated as sexual harassment and is in no way intended to be construed as an exhaustive list.

## **5. PREVENTION OF SEXUAL HARASSMENT**

The Company will take reasonable steps to ensure prevention of sexual harassment at work which may include circulating applicable policies and other relevant information to all associates, including to all new joiners. No woman shall be subjected to sexual harassment at any Workplace.

The following circumstances, 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) Implied or explicit promise of preferential treatment in her employment; or
- (ii) Implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or
- (iv) Interferes with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety.

## **6. INTERNAL COMPLAINTS COMMITTEE**

An Internal Complaints Committee (“Internal Committee”) has been constituted to consider and redress complaints of Sexual Harassment. The constitution of the Committee is as follows:

- (i) Presiding Officer;
- (ii) 2 Members; and
- (iii) An Independent External Member

Such persons will hold office for 3 years from the date of appointment. Please log into [www.wepworld.com](http://www.wepworld.com) for details of the members.

## **7. LOCAL COMPLAINTS COMMITTEE**

Where a complaint is to be made against the Employer himself, the Aggrieved Woman can make such complaint to the Local Complaints Committee ("Local Committee"), constituted by the District Officer, in the district where the workplace is situated.

## **8. REDRESSAL PROCESS**

Any aggrieved woman may make, in writing, a complaint of Sexual Harassment at Workplace to the Internal Committee or Local Committee, as the case may be, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The time limit may be extended by the Committee for any reasonable delay with reasons recorded in writing.

Where such complaint cannot be made in writing, the Presiding Officer or any Member of the Committee will render assistance to the woman for making the complaint in writing.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

## **9. CONCILIATION**

If the aggrieved woman so requests, the Internal Committee or the Local Committee, as the case may be, will take steps to settle the matter between her and the Respondent through conciliation and where a settlement has been arrived at, such Committee will record the settlement so arrived and forward the same to the employer to take action as recommended.

Such Committee will provide the copies of the settlement to the aggrieved woman and the accused. Where a settlement is arrived at by conciliation, no further inquiry will be conducted by such Committee. No monetary settlement shall be made as a basis of conciliation.

## **10. INQUIRY**

Where the settlement is not arrived at by Conciliation or the terms and conditions of settlement have not been complied with by the Respondent, the Internal Committee or the Local Committee, as the case may be, where the Respondent is an employee, will proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed.

Where both the parties are employees, the parties will be given an opportunity of being heard and a copy of the findings will be made available to both the parties enabling them to make representation against the findings before such Committee.

The inquiry under will be completed within a period of ninety days. On completion of the Inquiry, the Internal Committee or the Local Committee, as the case may be, will provide its final report of findings to the Employer or District Officer respectively, within 10 days of such completion.

No action will be taken against the Respondent if the allegations against him are proved to be false.

#### **11. PUNISHMENT FOR SEXUAL HARASSMENT**

Following actions may be taken against the Respondent on the recommendation of the Internal Complaints Committee if the allegations against him are proved to be true:

Action for Misconduct as per the Service Rules applicable for the Respondent.

Deduction from salary or wages of the Respondent, such sum, as may be considered appropriate to be paid to the aggrieved woman or to her legal heirs. If it is not possible to make such deduction from the salary of the Respondent due to his being absent from duty or cessation of employment, the Respondent may be directed to pay such sum to the aggrieved woman.

#### **12. PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE**

Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the Respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules applicable to such person.

Where the Internal Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to the said witness.

#### **13. PROTECTION OF IDENTITY**

The contents of the complaint, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by the employer will not be published, communicated or made known to the public, press and media in any manner.

#### **14. APPEAL**

Any person aggrieved from the recommendation of the Internal Complaints Committee or non-implementation of such recommendation can appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person within 90 days from such recommendation.

## **15. COMPLIANCE**

As per the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as amended, the employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Company or where no such report is required to be prepared, intimate such number of cases, if any, to the district officer.

Further as per the Companies Act 2013 and Companies (Accounts) Rules, 2014 as amended, in the matters to be included in Board's report a statement to be provided that the company has complied with provisions relating to the constitution of Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

## **AMENDMENTS**

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

Any subsequent amendment/modification in the Companies Act, 2013 or the Rules framed thereunder or the Listing Regulations and/or any other laws in this regard shall automatically apply to this Policy.

Nothing in this policy shall override any provisions of law made in respect of any matter stated in this policy.