

# Prevention of Sexual Harassment of Women at Workplace Policy



# Policy Overview

- ❑ **Objective:** The Policy is 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.
- ❑ **Applicability:** This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at its workplace or elsewhere on official duty
- ❑ Pursuant to the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. 2013, an appropriate complaint mechanism in the form of “Internal Complaints Committee” (Committee / Internal Committee) has been created in the Company for time-bound redressal of the complaint made by the victim. The said internal committee consists of:
  - **Ms. Dola Bannerjee** – Executive Assistant to MD & CEO, PFPDL (Chairperson of the Internal Complaints Committee);
  - **Mr. Partha Ghosh** – Head Customer Advisory and Head Customer Service, PFPDL (Member of the Internal Complaints Committee);
  - **Ms. Oindrila Roy** – Head- Human Resource, PFPDL (Member of the Internal Complaints Committee);
  - **Ms. Kankana Dutta Roy** – Manager –Support Service, PFPDL (Member of the Internal Complaints Committee),
  - **Ms. Indrani Roy Mohanti** – an external independent person, working for the cause of women and member of the said Internal Complaints Committee.

# Complaint Mechanism

- ❖ An appropriate complaint mechanism in the form of “**Internal Complaints Committee**” (complaint committee or committee) to be created in the Company for time bound redressal of the complaint made by the victim.
- ❖ The said complaint committee shall be 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



# Sexual Harassment- what do we mean by it?

- ❑ 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, whether directly or by implication, namely.
  - Physical contact or advances; or,
  - A demand or request for sexual favours; or
  - Making sexually coloured remarks; or,
  - Showing pornography; or
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; or
  - Entry into a private place marked for female employees, with the intent to commit mischief and harassment; or
  - Taking photographs of female employee without permission and utilize it for any such purpose without her permission or converting it into pornographic material and circulating the same by any means of electronic media; or
  - All such acts and conducts against women employees which amount to offence defined in the Indian Penal Code, 1860 (as amended from time to time).

## Cont.

- Promise of preferential treatment in her employment against sexual favour.
- Threat of detrimental treatment of employment if sexual favour are refused,
- Threat about her present or future employment status if sexual favour is refused;
- Interference with her or creating any intimidating or offensive or hostile work environment for her.
- Humiliating treatment which may likely to affect her health or safety.
- Any other such kind of attitude, act, deed or things

# Procedures for resolution, settlement or prosecution of acts of sexual harassment:

- When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently or bring her concern to the attention of the Complaints Committee for redressal of her grievances.
- Complaints-
  - Any employee can make a formal complaint in writing to the Presiding Officer of the Complaints Committee constituted by the Management, preferably within three (3) months from the date of last occurrence of the alleged incident or series of occurrences. The complaint must have all the details including that of the victim's.
  - The Presiding Officer will then proceed to determine the merit of the complaint within 30 days from receipt of the complaint with the help of the Complaints Committee
  - The Complaints Committee shall conduct the necessary investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Managing Director & CEO of the company.
  - The Managing Director & CEO of the company will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.
  - At any stage of the proceedings, if the aggrieved women wish to withdraw the complaint in writing, it will be withdrawn and if an inquiry has commenced, shall discontinue the inquiry.

## Cont.

- **Corrective action may include any of the following:**
  - Formal apology
  - Counseling
  - Written warning to the person responsible for and a copy of it maintained in the employee's file.
  - Change of work assignment / transfer for either the person responsible for or the victim.
  - Suspension or termination of services of the employee found guilty of the offence.
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.
- **Confidentiality & protection-** To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances. 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.

# Illustrations

## Dos

- The complaint is to be made within maximum three (3) months of occurrence of any such sexual harassment
- All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy
- The employee is required to disclose her name, department, division and location she is working in, while making the complaint
- The complaint must consist of all the details of the event/s of sexual harassment that occurred, as well as the name of the alleged offender. Approximate date / time of the event/s could also help during investigation
- All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.



# Illustrations

## Don'ts

- Do not involve directly or indirectly in any kind of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature, whether directly or by implication
- Do not make any false or malicious Complaint, or provide false evidence, if deemed fit, be liable for appropriate disciplinary action by the Management.
- Demands of sexual favours for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met
- Verbal or physical conduct that interferes with another co-employee's job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity.

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