

Registered Office : 9, Brabourne Road, Kolkata - 700 001

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

1. INTRODUCTION

The I. W. P. Co Ltd believes in healthy work environment that enable employees to work without fear of prejudice, gender bias, sexual harassment and all forms of intimidation or exploitation. It is committed to provide a work environment that ensures every employee, irrespective of their gender is treated with dignity and respect and afforded equal treatment.

The policy is directed to ensure zero tolerance for sexual harassment and any act of sexual harassment will invite serious disciplinary action. This policy is meant to educate employees about what constitutes sexual harassment, the ways and means adopted to avoid occurrence of any such event, and in the unlikely chance of such an occurrence, to enable a fair mechanism for dealing with such conduct.

2. OBJECTIVE

Promote a workplace based on equality and respect;

Provide a safe and congenial work environment;

Awareness and sensitization about sexual harassment at the workplace;

Prevention and protection against sexual harassment;

To outline the duties, responsibilities and rights of various stakeholders involved in the process;

Define the implications of Sexual Harassment;

3. SCOPE AND EFFECTIVE DATE

Without prejudice to the provisions contained in the Act, the Policy extends to all employees of the Company including their family residing in the factory premises; all temporary, contract employees as well as trainees, women visiting our office premises or women service providers are also governed by these guidelines.

The policy is deemed to be incorporated in the service condition of all employees and comes into effect immediately.



Where Sexual Harassment occurs to any employee of the Company as a result of an act by a third party or outsider while on official duty, the Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action to ensure that such harassment does not occur in future.

4. DEFINITION AND INTERPRETATION

Act shall mean the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013

The following definitions are for the ease and understanding of the employees. The exact definitions are to be referred and interpreted from the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Aggrieved party: In relation to the Workplace, any employee or visitor who alleges to have been subjected to an act of sexual harassment by the Respondent.

Employee: 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.

Respondent: In relation to the Workplace, any employee or visitor against whom the aggrieved party has made the complaint.

Sexual Harassment: includes any of the following unwelcome acts or behavior (whether directly or by implication) namely:

Physical contact and advances; or

A demand or request for sexual favors; or

Making sexually colored remarks; or

Showing pornography; or

Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Some of the behavior/actions listed below are an indicator for employee's clarity only and should not be treated as limited to these alone.

Physical Harassment, which includes:

- Physical contact and advances;
- Intentional touching, pinching, grabbing, brushing against another's body;
- Sexual assault;



