



APOLLO PIPES LIMITED

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

This policy has been approved by the Board of Directors of the Company at the duly convened Board Meeting held on 04.08.2020

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

I. COMMITMENT:

Apollo Pipes Limited (“APL or the Company”) is committed to providing 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 as a practice does not tolerate or promote 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.

II. SCOPE:

This policy applies to all employees (full-time, part-time, on deputation, trainees and those on contractual assignments) of the Company (referred to as “Employee” for the purpose of this Policy) and shall include person visiting the premises at all the Units or offices. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

The workplace includes:

1. All offices or other premises where the Company’s business is conducted.
2. All company-related activities performed at any other site away from the Company’s premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.
4. 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.

III. DEFINITION OF SEXUAL HARASSMENT:

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.

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

1. unwelcome sexual contact and advances (verbal, written or physical),
2. demand or request for sexual favours,
3. Sexually coloured remarks or remarks of a sexual nature about a person’s clothing or body;

4. Showing / displaying or sharing any pornography or other offensive or derogatory pictures, cartoons, pamphlets or through email, SMS, MMS etc.
5. Eve-teasing;
6. Unsavoury remarks;
7. Sexual jokes causing or likely to cause awkwardness or embarrassment;
8. Innuendos and taunts;
9. Gender based insults or sexist remarks;
10. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like;
11. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature;
12. Touching or brushing against any part of the body and the like;
13. Persistent watching, following, contacting of a person;
14. Forcible physical touch or molestation and physical confinement against one's will and any other act likely to violate one's privacy; and/or
15. any other type of sexually-oriented conduct.

The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior may amount to sexual harassment:

- a) implied or explicit promise of preferential treatment in employment;
- b) implied or explicit threat of detrimental treatment in employment;
- c) implied or explicit threat about present or future employment status;
- d) interference with work or creating an intimidating or offensive or hostile work environment;
- e) submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions; or
- f) humiliating treatment likely to affect the employee's health or safety.

IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to this Policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. COMPLAINT MECHANISM:

COMPLAINTS COMMITTEE: The Company will constitute a Complaints Committee to look into the following:

- a. Investigating every formal written complaint of sexual harassment;
- b. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment;
- c. Discouraging and preventing employment-related sexual harassment at workplace.
- d. Ensuring implementation of this Policy

The Complaints Committee will comprise of the following four members:

1. **Presiding Officer:** Woman employee at the level of Assistant General Manager or above
2. Senior Woman Employee from Personnel Function (**Member**)
3. Divisional / Plant Personnel Head / Branch Commercial Manager or any other Senior employee of the Division/ location from where the complaint has originated (**Member**)
4. Member from an NGO or Lawyer familiar with the issues relating to sexual harassment (**Member**)

The members including presiding officer of the Complaints Committee, shall continue to hold such office for a period not exceeding three years from the date of their appointment or as may be provided under the Act. They can be re-appointed by the Board of Directors ("Board") of the Company.

Board reserves the right to nominate more members of appropriate seniority and rank in the committee to conduct such enquiries to ensure equal representation of the gender as that of the complainant or for any other valid reason.

The Presiding Officer shall also constitute similar committees in all the branches of the Company. Further the details members of such committee including their contact details shall be informed to the all employees of the Company

II. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

A. Informal Resolution Options

When an incident of sexual harassment occurs, the victim ("Complainant" / "Aggrieved") of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if Aggrieved is not comfortable with addressing the harasser directly, the Aggrieved can bring their concern to the attention of the Complaints Committee for redressal of their grievances by submitting a written complaint. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. Complaints:

An Aggrieved can directly or through the persons as mentioned below, may submit a complaint of sexual harassment at workplace to the Complaints Committee.

Following persons ("Complainant" thereafter) can file complaint on behalf of the Aggrieved:

- i. On account of physical incapacity:
 - a. Relative or friend

- b. Co-worker
- c. Officer of national commission for women or State's women Commission
- d. Any person with knowledge of the incident, with the written consent of the aggrieved
- ii. On account of mental incapacity;
 - a. Relative or friend
 - b. Special educator
 - c. Qualified psychologist & psychiatrist
 - d. Any guardian / authority under whose care he / she is receiving treatment or care
 - e. Any person with the knowledge of the incident jointly with any of the above person(s)
- iii. On account of death or any other reason;
 - a. Legal heir's
 - b. Any person with the knowledge and with the consent of the legal heir's

C. Mechanism:

1. An Aggrieved who is not comfortable with the informal resolution options or has exhausted such option, may make a formal complaint to the Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, submitted within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. The Complaints Committee can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of maximum 3 months. Alternately, the Aggrieved can send complaint through an email. The Aggrieved is required to disclose his/her name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.

2. The Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination made in the complaint) fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint.

In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons, and communicate the same to the Aggrieved.

3. If the Complaints Committee determines that the allegations constitute an act of sexual harassment, the Committee may first proceed to settle the matter through conciliation with the consent of the Aggrieved. Where a settlement has been arrived through conciliation, the Complaints Committee shall record the settlement so arrived and forward the same to the Audit Committee, for necessary action.

Where conciliation is not resorted to or where the terms of conciliation are not complied, the Complaints Committee shall conduct such investigations / inquiry in a timely

manner and shall submit a written report containing the findings and recommendations on action to be taken to the Audit Committee as soon as practically possible and in any case, not later than 3 months from the date of receipt of the complaint. The Chairman of the Audit Committee, may extend aforesaid time by further 3 months, in exceptional cases.

The Complaints Committee may take any external help in conducting the investigation.

During the course of investigation, the Complaints Committee shall examine all the persons in connection with the complaint including the Aggrieved and respondent. The Committee shall collect necessary evidence and information in order to conclude its findings.

A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

The Committee after hearing the representation against its findings, will submit the necessary report to the Chairman of the Audit Committee.

The Audit Committee on receipt of the findings of any investigation, can recommend following actions against the respondent, if the charges of sexual harassment are proved:

- a. Formal written apology
- b. Counselling / carrying out community service
- c. Change of work assignment / transfer for either the perpetrator or the victim.
- d. Withholding of promotion / pay rise / increments of the perpetrator
- e. Suspension or termination of services of the employee found guilty of the offence.
- f. Payment of compensation to the Aggrieved.

The Audit Committee shall record its order in respect of the findings of the Committee and copy of the same shall be served to the parties involved.

In case the findings of the Committee concludes that allegation against the respondent is malicious or the Aggrieved or any other person making the complaint has made the complaint knowing it to be false or the Aggrieved or any other person making the complaint has produced any forged or misleading document, complaint the Aggrieved shall, if deemed fit, be liable for appropriate disciplinary action by the Audit Committee.

D. During the pendency of an inquiry

On a written request made by the aggrieved, the Complaints Committee may recommend to the Audit Committee to:

- i. transfer the aggrieved or the respondent to any other workplace; or
- ii. grant leave to the aggrieved up to a period of three months; or
- iii. restrain respondent from reporting on the work performance of the aggrieved, writing his / her a confidential report and assign the same to another officer.

VI. CONFIDENTIALITY:

The Company understands that it is difficult for the Aggrieved to come forward with a complaint of sexual harassment and recognizes the Aggrieved's interest in keeping the matter confidential.

To protect the interests of the Aggrieved, 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.

VII. 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. All such documents shall be kept in custody for a period of 5 years.

VIII. 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 / aggrieved 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.

IX. DUTIES OF EMPLOYER:

The Company shall –

- 1) Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- 2) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Complaints Committee which shall include name and contact details of the members of Complaints Committee;
- 3) Organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and orientation programs for the members of the Complaints Committee in the manner as may be prescribed;
- 4) Provide necessary facilities to the Complaints Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

- 5) Provide assistance to the Aggrieved if he / she so chooses to file a complaint in relation to the offence under Indian Penal Code (45 of 1860) or any other law for the time being in force;
- 6) Cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the Complainant so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- 7) Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- 8) The Complaints Committee shall in each calendar year prepare and submit an annual report to the Board and District Officer, which mentions the number of cases filed, if any, and their disposal under the Act.

X. REVIEW

The Board may in its discretion or on the recommendations of the Complaints Committee or as per the requirements of the applicable laws, review or amend this Policy, in whole or in part, from time to time