



**POLICY ON PREVENTION  
OF  
SEXUAL HARASSMENT**

<b>Policy Title</b>	<b>Policy on Prevention of Sexual Harassment</b>
<b>Version Number</b>	<b>1</b>
<b>Effective Date</b>	<b>29/05/2017</b>
<b>Initiated By</b>	<b>HRD</b>
<b>Authorized By</b>	<b>Board of Directors</b>

**Note:** The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between –Gujarat Terce Laboratories Limited “GTLL” and any of its employees.

The policy is applicable to all the divisions of the Company as well as its Subsidiary Companies, Divisions, if any.

“GTLL” at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such actions shall apply to existing as well as future employees.

In the event of any dispute or ambiguity, interpretation of this policy shall be decided by “GTLL” Management.

For, Gujarat Terce Laboratories Ltd.

  
Director

## 1. Objective

The occurrence of sexual harassment in the workplace has been taken note of and the Hon'ble Supreme Court has laid down the guidelines for its prevention and deterrence in 1997. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Bill, 2013 has received the assent of President on 22 April, 2013 resulting into The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") which came into force from 9 December, 2013. The Act intends to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. In deference to the aforesaid guidelines and Act, "GTLL" Ceramic Industries Private Limited ("GTLL") is committed to provide and promote an atmosphere in which employees can realize their maximum potential in the workplace to maintain a safe, congenial, positive and productive working environment by making the workplace free from sexual harassment. This policy prohibits all employees from engaging in unwelcome sexual conduct or making unwelcome sexual overtures, visual, verbal, or physical. The policy is directed to ensure zero tolerance towards verbal, psychological conduct of a sexual nature by any employee that directly or indirectly harasses, disrupts or interfaces with another's work performance or that creates an intimidating, offensive or hostile environment.

Focus would be to ensure that all allegations of sexual harassment are investigated and dealt with effectively, appropriately as well as promptly.

## 2. Scope

This policy applies to:-

- All employees and consultants (including Executive Trainees/ Management Trainees)
- All office premises and areas which can be termed as notional extension of employer's premises.
- Interaction arising as a result of employment within the Company.
- All the visitors & vendors associated with us and visiting our premises of the Company, or whose premises our employees visit during the course of business.

## 3. Responsibility

It is the responsibility of every employee at "GTLL" to abide by this policy. The prevention of sexual harassment committee will be responsible for the effective administration of this policy.

## 4. Guidelines

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication), as

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Originating or spreading rumours that outrage the modesty of an employee.
- Eavesdropping/spying on a woman employee at ladies Amenity area.
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

This list is illustrative and not exhaustive.

For, Gujarat Terce Laboratories Ltd.

  
Director



## 5. Reporting of Sexual Harassment Allegations

If any employee who believes that he/ she has been subjected to sexual harassment or has questions or concerns in this area, has the responsibility to report or complain, preferably in writing, about the situation as soon as possible to the Internal Complaints Committee ("the Committee") or any member thereof for specific purpose. Alternatively an employee can send the complaint through e-mail. The names and e-mail ids of the Committee members are given below:

Sr. No.	Name	e-mail id
1.	Ms. Susmita Sadhukhan, Presiding Officer	<a href="mailto:hr@gujaratterce.com">hr@gujaratterce.com</a>
2.	Mr. Aalap Natubhai Prajapati	<a href="mailto:Aalap.prajapati@gujaratterce.com">Aalap.prajapati@gujaratterce.com</a>
3.	Mr. Dilipkumar Gajanand Nikhare	<a href="mailto:cs@gujaratterce.com">cs@gujaratterce.com</a>
4.	Mrs. Meera Jani	<a href="mailto:order@gujaratterce.com">order@gujaratterce.com</a>

Ms. Susmita Sadhukhan would be coordinating as the Presiding Officer of the Committee. The Internal Complaints committee would be responsible for:-

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

## 6. Procedure for Investigation of Sexual Harassment Complaint:

- A timely investigation of allegation of sexual harassment is of utmost importance. Normally the investigations shall be concluded and acted upon within two months from the date of complaint being made.
- The Investigator: The Presiding Officer or the committee shall appoint an investigator. The investigator shall be appointed within 5 days of receiving the complaint. Even such investigator can also be appointed from the Committee.
- In order to provide the prompt justice, the investigator shall conclude the prima facie inquiry within 10 days from the appointment and shall submit the report to the Committee.
- If the Presiding Officer of the committee determines that the allegations constitute an act of sexual harassment, he/she will proceed to investigate the allegation with the assistance of the committee.
- The Committee may before initiating an inquiry and at the request of the aggrieved complainant take steps to settle the matter between her and the respondent through conciliation. Provided that no monetary settlement shall be made as basis of conciliation.
- Where the settlement has been arrived at, the Committee shall record the settlement arrived at and forward the report to the Board.
- Where such conducts on the part of the accused amounts to a specific offence under the law, the Company shall initiate appropriate actions in accordance with law by making a complaint with the appropriate authority.

For, Gujarat Terce Laboratories Ltd.

  
Director



- The committee shall conduct such investigation in a timely manner and shall submit a written report containing the findings and recommendation to the Presiding Officer as soon as possible and in any case, not later than 60 days from the date of complaint. The Presiding Officer will ensure corrective action on the recommendations of the committee and will keep the complainant informed of the same.

**Corrective actions may include any of the following:**

- Formal apology
- Written warning to the perpetrator and a copy of it maintained in the employee's file.
- Change of work assignment/ transfer for either perpetrator or the victim.
- Suspension or termination of services of the employee found guilty of the offences.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the management.

**7. 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 interest of the victim, the accused person and the 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.

**8. Access to reports and documents:**

All records of Complaints, including contents of meetings, result of investigation and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial process.

**9. 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 victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, any one who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

**10. Conclusion:**

In conclusion, the Company reiterates its commitment to providing its women employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

For, Gujarat Terce Laboratories Ltd.

  
Director