

## **Sexual Harassment & Anti-Bullying Policy**

### **Statement & Objective**

The purpose of this Policy is to provide a safe social environment where employees can work and contribute their best without any fear. It covers all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons.

The policy shall be applicable to all complaints of harassment and bullying during employment, at official social events (whether organized by the company or not) or formal event involving employees, customers or other work-related contacts.

### **Consensual Relationships**

All employees should note that anyone entering a consensual relationship with a colleague is advised to inform HR Head about the same at the soonest. The information will be kept confidential and will be used only to realign the reporting if needed.

### **What is Harassment and What is Bullying?**

**Harassment** may be defined as any conduct which is unwanted and uninvited and has the result of causing the recipient to feel humiliated or distressed or upset in any other way. It can be conduct of a verbal, non-verbal or physical nature. Harassment has the effect of violating a person's dignity or creating an intimidating, hostile or degrading atmosphere.

Harassment may be an isolated occurrence or repetitive. It may occur against one or more individuals.

**Bullying** means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague.

### **Sexual Harassment**

Sexual Harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of instruction, employment, participation or evaluation of a person's engagement in any company activity.
- When unwelcome sexual advances and/or verbal, non-verbal, or acts such as comments, remarks or jokes through letters, phone calls, e-mails or any other communication mediums, gestures, showing pornography, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- Teasing, innuendos and taunts, physical confinement against one's will and any other act likely to encroach upon one's privacy.

- Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to a person belonging to the other / same sex.

It is the position of the Company that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Any such action will be considered under Zero-Tolerance.

### **Internal Complaints Committee**

- The company has constituted a committee for the redressal of all sexual harassment complaints, known as the "Internal Complaints Committee" (ICC).
- The ICC will be responsible for investigating the complaints and recommending the appropriate action to be taken.
- The ICC will have a female member as the chairperson.
- The committee shall solicit the services of a Non-Governmental Organization. The said person would also be the member of the ICC.

### **Registering Complaints**

- Complaints can be filed with the members of the ICC by the complainant, giving details about the nature of harassment, including who did/said what, when, where and how and including details of any witnesses.

### **Complaint Content**

The Formal written complaint must contain-

- Description of each incident, date of such incidents, relevant time and place
- Name of the respondent and the working relationship.
- Witness list, if any
- Documented proof, if any
- Details of counselling, an act of mediator other than the ICC members, if any.

### **Who can file complaint**

In case of physical incapacity of the Victim, the following can approach the ICC with the complaint:

- Victim
- Complainant's Relative
- Co-worker
- Complainant's Friend
- Witness with consent
- Guardian or psychiatrist (in case of mental incapability)

### **Enquiry Procedure**

- ICC or a sub-set of it, to acknowledge the complaint and to meet with the complainant within 7 days of receipt of the complaint. They will inform the

complainant of this meeting date at the earliest for formal or informal redressal of the complaint.

- At this first meeting with the committee, the complainant will be heard, and her/his statements shall be noted. The complainant will be asked to produce any corroborative material that can substantiate the complaint.
- Thereafter, the respondent -the person accused of the alleged sexual harassment - will be called for a meeting with the committee. The letter of invitation will mention the fact that a complaint has been lodged against him/her. During the meeting the complaint will be discussed with the respondent in detail and he/she will be given the opportunity to provide his/her view of the situation.
- After having heard both parties, the committee will conduct an enquiry into the evidence provided by both parties. The enquiry may include meetings with witnesses, consultation with experts and any other activities required to establish a balanced view of the case. The respondent shall have the right to be heard in person and lead evidence.
- During the enquiry procedure, separate meetings will be held with the complainant and respondent and both will have the right to be accompanied by a colleague. Follow up meetings will be conducted on a need basis as a part of the enquiry.
- ICC will maintain the minutes of the meetings held with the complainant, respondent and the witnesses. The enquiry proceedings will be confidential and the same will be stressed upon to the complainant, respondent and the witnesses.
- In case the respondent is a member of the ICC, he/she will step down as a member for that hearing. The information given by the complainant will be kept confidential.

### **Corrective Action**

- At the conclusion of the enquiry, the ICC will submit a report to the company's management with their recommendations, including any disciplinary action that need to be taken which will depend on the seriousness and the magnitude of the harassment.
- Where disciplinary action is considered appropriate, the disciplinary hearing will be arranged by HR and the matter will be dealt with in accordance with the Company's disciplinary procedures. The outcome of such disciplinary hearing could involve a warning, a requirement to produce a written apology or even termination of employment.
- Statements and other evidence produced during the enquiry and the Action Taken Report will be maintained in a separate folder for each case and will be available with the company's management.
- The company's management will have to report the offense to the concerned authority, in case it has any criminal or legal implication as per the law of the land.

### **Outcome and Appeal**

- The complainant and respondent will be informed of the outcome of the investigation and whether disciplinary action has been taken or not.

- Both the complainant and respondent are entitled to appeal against the outcome of the complaint. If either party wishes to appeal, they should do so **within 5 working days** of being advised of the decision, notifying ICC members in writing and setting out the grounds of the appeal. For example, mentioning relevant factual errors or omission of relevant facts, substantive procedural errors, new information or evidence.

The appeal will be conducted and completed in an expeditious manner, considering all the circumstances.

### **Protection against Victimization**

The company has an obligation to ensure that a person who lodges a complaint in good faith and without malice, or who participates in a proceeding relating to, or otherwise opposing sexual harassment is protected, and will not allow a person raising a concern to be victimized for doing so. In the unfortunate event where, despite the best of precautions, the Complainant would be victimized, the company will treat this as a serious matter and take disciplinary action, up to and including termination of employment against the perpetrator.

### **Personal Liability and Frivolous Charges**

The complainant should be aware that he / she may be held personally liable for certain acts of harassment that he / she commit and also for failing to deal with, or report, any active harassment of which they are aware. This means that the complainant may also be required to compensate as determined by the company to a victim of harassment in the workplace. Filing of false and malicious charges will not be tolerated, and those responsible would be subject to disciplinary action.

### **FROG FCL ICC (Internal Complaints Committee) members are:**

<b>Name</b>	<b>Email id</b>	<b>Skype id</b>	<b>Mobile No</b>
Sonal Trivedi (Chairperson)	<a href="mailto:sonal@frogcellsat.com">sonal@frogcellsat.com</a>	sonal.trivedi1	+91 9999510651 +44 7552593865
Nidhi Sharma	<a href="mailto:nidhi@frogcellsat.com">nidhi@frogcellsat.com</a>	Nidhi.sharma2010	+91 9650805525
Sudarshana Devi	<a href="#">NGO Member</a>	-	+91 9311002906
Tarun Sharma	<a href="mailto:tarun@frogcellsat.com">tarun@frogcellsat.com</a>	Gettarun	+91 9871124099
C J Kalra	<a href="mailto:cjkalra@frogcellsat.com">cjkalra@frogcellsat.com</a>	cj.kalra1	+91 9818699212
Rajneesh K Verma	<a href="mailto:rajneesh@frogcellsat.com">rajneesh@frogcellsat.com</a>	rajneesh.kumar.verma	+91 9720005443

For any grievances, or to report any harassment employees must write to the committee members of the ICC.

*Disclaimer: The Company reserves the right to alter, append or withdraw this policy either in part or in full based on management's discretion*