

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

**The Policy has been adopted and approved by the Board of Directors
at its meeting held on 22nd February, 2021**

CIN : L72900GJ2017PLC096975

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1. COMMITMENT:

Naapbooks Limited (“the Company”) is committed to provide 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 encourage equity of opportunity.

The company will not tolerate 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.

2. SCOPE:

The policy applies to all employees (full-time, part-time, trainees and those on contractual assignment) of the Company including all subsidiary and affiliated companies at their workplace or at client sites. 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.

3. DEFINITION OF SEXUAL HARASSMENT:

Sexual Harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

- a) Unwelcome Sexual advances (Verbal, written and physical)
- b) Demand or request for Sexual favours
- c) Any other type of sexually oriented conduct
- d) Verbal abuse or “joking “that is Sex- oriented”

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- e) Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating , hostile or offensive work environment and/or 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.

Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment although the intention of the individual might not be to offend the other person.

4. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All Employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of environment free from sexual harassment.

5. COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of "Complaints Committee" has been created in the company for time-bound redressal of the company made by the victim.

6. COMPLAINTS COMMITTEES:

The Company has instituted a Complaints Committees for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints:

Initially, and till the further notice the Complaints Committee will comprise of the following members:

- 1) Presiding Officer – Women 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 Davison/ Location from where the Complaint has originated **(Member)**
- 4) Member from an NGO or Lawyer **(Member)**

The Presiding officer reserve 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.

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The Complaints Committee is 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.

PROCEDURE 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 victims 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 victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. Complaints

- I. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complain 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 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 reason to be recorded in writing, by a period of 3 months. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.

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Employees may also write directly to the whistle officer appointed by the company at info@naapbooks.com Complaint against any member of the Complaints Committee or employee in Strategic Job Responsibility Band (or equivalent) and above should be send directly to the CMD of the Company.

- II. The Presiding officer of 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 complainant.

- III. If the Presiding Officer of the Complainants Committee determine that the allegations constitute an act of sexual harassment, he/she will proceed to investigate the allegation with the assistance of the Complaints Committee.
- IV. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall intimate appropriate action in accordance with law by making a complaint with the appropriate authority.
- V. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations on action to be taken to the “Whistle Officer” appointed by the Company as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The whistle officer, Chairman and MD of the Company will jointly take the decision on the corrective action based on the recommendation of the Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Formal apology
- b. Counselling
- c. written warning to the perpetrator and a copy of it maintained in the employee’s file
- d. Change of work assignment/ transfer for either the perpetrator or the victim.

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- e. Suspension or termination of services of the employee found guilty of the offence.
- VI. 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 interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained through 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, 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.

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 the victim 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 result to disciplinary action.

10. CONCLUSION:

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

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