

# **Anti- sexual harassment policy**

## **Preamble**

- a) The Government of India has made a law called "***The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013***" which has come into force on 9<sup>th</sup> December, 2013; on prevention of sexual harassment against female employees at the workplace. Any person making unwelcome physical contact and explicit sexual overtures, demanding or requesting sexual favours, making sexually coloured remarks or showing pornography against the will of a woman shall be guilty of the offence of Sexual Harassment under **Section 354A of the Indian Penal Code 1860**, prescribes punishment for this offence, ranging from simple to rigorous imprisonment, for term one year to three years, or with fine, or with both.
- b) **Newtime Infrastructure Limited** ('the Company') aims to provide a safe working environment and prohibits any form of sexual harassment. The Company is committed to create a safe and healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all its employees have the human right to be treated with dignity. Sexual Harassment at the work place or in the course of official duties, if involving employees of the Company shall be considered a grave offence, and is therefore punishable under the applicable laws.
- c) Accordingly, the Company has formulated this Policy called as "***The Anti-Sexual Harassment Policy***" ("***Policy***") to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. This policy intends to prohibit occurrences of any form of sexual harassment and also details procedures to follow when an employee believes that a violation of the policy has occurred within the ambit of all applicable regulations regarding Sexual harassment.

*\*\*Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of policy.*

*Violation of this policy will call for strict disciplinary action up to and including termination.*

- a. *This policy has been framed specifically in compliance with the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.*
- b. *This Policy seeks to assist individuals who believe they have been subjected to such behavior with appropriate support and remedial action. \*\**

## **Applicability**

This policy will extend to all employees of the Company including those employed on contractual basis. The policy also extends to those who are not employees of the Company, such as customers, visitors, suppliers, etc., subjected to sexual harassment at the Premises (*defined hereinafter*) of the Company.

**Definitions**

**“Aggrieved Individual,”** means in relation to a workplace, an individual, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

**“Complainant”** is any aggrieved individual who makes a complaint alleging sexual harassment under this policy.

**“Employee”** means a person employed with the Company 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”** means the person against whom the Complainant has made a complaint.

**“Sexual Harassment”** would mean and includes any or all of the following unwelcome acts or behavior (directly or implied) but not limited to:

- i. Any unwelcome sexually determined behavior such as physical contact or advances, requests or demand for sexual favours, either explicitly or by implication, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii. Any unwelcome sexual determined behavior involving verbal, non-verbal or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, SMS or email communication, gestures, showing of pornography, lewd stares, physical contact or molestation, stalking, sounds, display or pictures, signs, verbal or non-verbal communication which offend the individual’s sensibilities and affects his or her performance at the workplace;
- iii. eve-teasing, innuendos and taunts, physical confinement against one’s will and likely to intrude upon the individual’s privacy;
- iv. Any act of showing pornography or any other unwelcome physical verbal or non- verbal conduct of sexual nature; and
- v. Any act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other gender, such as presence or occurrence of circumstances of implied or explicit promise of preferential treatment in employment; threat of detrimental treatment in employment; threat about present or future employment; interference with work or offensive work environment; or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation or humiliating treatment likely to affect the person’s health or safety.

**“Workplace”** means:

- a. Premises, location, establishments, enterprises, institutions, offices, branches or units established, owned and controlled by the Company.
- b. Places visited by the employee arising out of or during the course of employment including official events, transportation, and accommodation provided by the employer for undertaking such journey.

**“Objective”**

- a. To provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b. To uphold Women’s’ Right to Protection against Sexual Harassment and the Right to Livelihood and towards that end for the prevention and Redressal of Sexual Harassment of Women;
- c. To evolve an effective mechanism for the prevention, prohibition and redress of sexual harassment of employees at the work place or in the course of official duties with the Company.
- d. To promote an environment that will raise awareness about and deter acts of sexual harassment of employees of the Company.
- e. To uphold the commitment of the Company to provide an environment that is free from discrimination and violence against women.
- f. To generate general awareness against sexual harassment of women at the workplace.
- g. For keeping good Governance in the Company, such Audit Committee will prepare a quarterly, annual report of the Audit Committee which will be submitted to the Company Secretary and Compliance Officer of the Company at the end of every year.

**“Reporting & Redressal Process”**

**a. Filing of a Complaint**

Any aggrieved employee, who is subjected to sexual harassment directly or indirectly, may submit a complaint in writing of the alleged incident to any or all the members of the Audit Committee in writing with his/her signature within three months from the date of occurrence of incident along with supporting and relevant details/proofs such as, physical copies of emails, recording, details of dates, places, witnesses, etc. The evidence submitted should be tamper proof.

Where the aggrieved employee is unable to make complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other person as may be prescribed may make a complaint with 3 months from the date of occurrence of incident.

The format in which the complaint is required to be made is annexed as Annexure I to this Policy. However, any written complaint received in any form other than the form prescribed in Annexure I shall also be accepted. The complaint can be submitted to the Audit Committee electronically at <http://www.newtimeinfra.in/>. The Audit Committee may, but shall not be bound to, accept oral complaints under this Policy.

The filing of a complaint shall not ordinarily adversely affect the Complainant's status/job/salary/promotion, grades, etc. During the pendency of an enquiry and until the final determination of a complaint of sexual harassment under this Policy, the Company shall not alter the conditions of service of the Complainant/Witness/Supporter concerned to their prejudice, as a consequence to the filing, participation or holding of an enquiry under this Policy.

The Company encourages prompt reporting of Sexual Harassment incidents so that timely and appropriate action may be taken. Nevertheless, considering the sensitivity of the issue and the emotional aspects that may arise, a delay may be considered favorably by the Audit Committee provided the Complainant submits sufficient cause for such delay.

If an employee believes that he/she is experiencing retaliation of the nature of intimidation, pressure to withdraw the case or threats for reporting, testifying or otherwise participating in the proceedings before the Audit Committee, then, such employee should immediately report the matter to the Audit Committee. Such incidents shall be treated as seriously as an alleged case of Sexual Harassment and will apply even if the original complaint is not given.

Similarly, any undue influence whether direct or indirect, to the proceedings by any party shall be construed as 'Misconduct' and shall attract disciplinary action.

The Audit Committee shall maintain a register to endorse the complaint received by it and keep the same in the custody of the Human Resource Department of the Company. The contents of the complaint endorsed in the register shall be kept strictly confidential, if it is so desired, except to use the same for discreet investigation. The detailed shall not be disseminated to anyone except the Legal Team of the Company.

**a. Enquiry Process**

The Audit Committee shall immediately proceed with the Inquiry and communicate the same to the Complainant and person against whom complaint is made. The venue of the Inquiry shall take into consideration the convenience and security of the complainant.

The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Audit Committee.

**b. Prevention Action**

The Company will take reasonable steps to ensure prevention of sexual harassment at workplace which may include circulating applicable policies and other relevant information to all employees including new joiners.

**c. Policy Implementation & Review**

The Policy will be implemented and reviewed by the Human Resources Department of the Company. The Board reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it at any given time.

**d. Interpretation of the Code**

Any question or interpretation under this Code of Ethics and Business Conduct will be handled by the Human Resources Department of the Company.

**a. Amendment to the Code**

Any amendment in the provisions of the Act shall be incorporated in this Policy with the prior approval of the Board from time to time. The amended/modified Policy shall be disseminated to all the employees of the Company, post the approval of the Board.

**b. Non - Compliance of the Code**

Suspected violations of this Policy may be reported to the Chairman of the Board or the Chairman of the Audit Committee. All reported violations should be appropriately investigated. Any waiver of this Policy must be approved by the Board of Directors.

**c. Publication of the Code**

This Policy and any amendments thereto shall be published/posted on the website of the Company.

***“General Instructions”***

Any Information relating to conciliation and inquiry proceedings, recommendations of the Audit Committee and the action taken shall not be published, communicated or made known to the public, press/media in any manner.

Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken, contravenes, he/she shall be liable for action as per the Company's disciplinary policy.

**Complaint Sheet\***

[Pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 & Anti – Sexual Harassment Policy of the Company]

Particulars	Details
Name of the alleged offender(s)/ harasser(s) including designation and contact number	
Date(s) and location(s) of the alleged incident(s) of harassment	
A detailed description of the incident(s) in question as well as other relevant circumstances	
Name of witness(s) including designation and contact number	
Details of physical and/or documentary proof if any that supports the allegation; including other potential complainants, if any	

Signature : \_\_  
Name : \_\_  
Address : \_\_  
Contact No. : \_\_  
Designation : \_\_  
Department : \_\_

Date : \_\_  
Place : \_\_

*(Please sign and return this form to any member of the Audit Committee or Human Resources Department of the Company)*

\* Within 3 months from the date of occurrence of incident

