

Uniparts India Limited  
HR Policy



**SUBJECT: PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

Release Date: 01-04-2022

Effective Date: 01-04-2022

Policy No.: UIL/CHR/S-OP-003

Next Review Date: 01-04-2025 or revision in provisions of Act, whichever is earlier

Version: 02 / 2022

*This Policy supersedes all previous policies and communications on this matter.*

**1. PREAMBLE:**

This policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail. In case of any conflict between the policy and the law, the law will prevail.

**2. PURPOSE:**

- Uniparts Group is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and in a harassment free workplace to all employees without regard to race, caste, religion, colour, ancestry, marital status, gender, age, nationality, ethnic origin or disability. The Company also believes that all employees of the Company have the right to be treated with dignity. Sexual harassment at the workplace or other than workplace if involving an employee or employees is a grave offence and is therefore, punishable.
- In order to achieve these objectives, the Organization shall endeavour to provide a safe and congenial environment where employees can work without any inhibition and contribute their best without fear and favour.
- This policy provides protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

**3. APPLICABILITY:**

This policy applies to all employees (any person on the rolls of the Company, including those on deputation, contract, and are temporary, trainee, casual, part time or working as consultants) of Uniparts India Ltd and its subsidiary in India. It also applies to a person who would be visiting the company's workplace and who may not necessarily be employed at the company's workplace.

An alleged act of sexual harassment committed during or outside of office hours falls under the purview of this policy. Further, it is important to note that whether harassment has occurred or not does not depend on the intention of the people but on the experience of the aggrieved woman.

Prepared By: GPCO	Recommended By: GCOO	Approved By: Chairman & MD

4. **DEFINITIONS:**

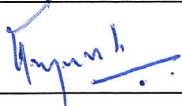
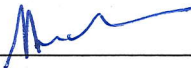
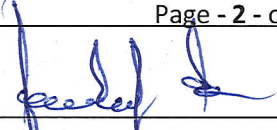
**Sexual Harrassment:** "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication), but not limited to:

1. Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely
  - a. Physical contact and advances; or
  - b. A demand or request for sexual favors; or
  - c. Making sexually colored remarks; or
  - d. Showing pornography; or
  - e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
  - f. Inappropriate electronic mail or SMS text messages, screen savers
  - g. Forcible physical touch or molestation
  - h. Demands or Request for sexual favors, either explicitly or implicitly, in return for employment, preferential treatment in employment, promotion, examination or evaluation of a person towards any company activity or persistent demands for out of work social activities or humiliating treatment likely to affect his/her health or safety.
  - i. Implied or explicit threat about his/her present or future employment status, on the grounds of sexual harassment.
  - j. Any unwelcome or uncalled for remarks or insinuation, involving verbal, non-verbal, about a person's sexual activities or private life
  - k. Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy
  - l. Offensive or demeaning comments, questions, jokes and innuendoes & taunts
  - m. Gender based insults or sexist remarks
  - n. Possession and/or display of erotic or sexually graphic material including posters, photographs, reading matter, objects, pictures, calendars, cartoons, graffiti or messages left on boards or desks.
2. The following circumstances if it occurs or is present in relation to any sexually determined act or behavior 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 the present or future employment status;
  - d. Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
  - e. Humiliating treatment likely to affect health or safety.

**Aggrieved person / Complainant:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

**Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman under this policy.

**Employee:** A person employed at the workplace, 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

		
Prepared By: GPCO	Recommended By: GCOO	Approved By: Chairman & MD

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 coworker, a contract worker, probationer, trainee, apprentice or called by any other such name.

**Workplace:**

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

**Employer:** A person responsible for management, supervision and control of the workplace.

**5. PROCEDURE:**

In compliance with the Act, any complaint under this policy shall be followed by a formal redressal mechanism as described in this Policy.

**5.1. Constitution of Internal Committee (IC):**

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, Internal Committees (IC) have been appointed for all administrative units / offices of the company. The detail of the committee is notified to all covered persons at the location (workplace). The committee at each location comprises of:

1. A senior level woman employed at the workplace shall be the Presiding Officer.
2. Not less than two members from amongst the employees preferably committed to the cause of employee's safety or who have experience in social work or have legal knowledge.
3. One external member from a non-governmental organization (NGOs) or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
4. At least one-half of the total members of the ICC shall be women.

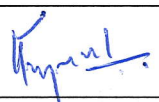
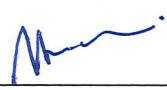
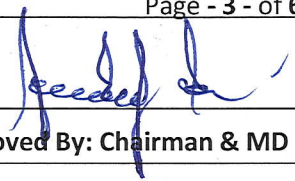
The committee will be responsible for:

1. Receiving complaints of sexual harassment at the workplace
2. Initiating and conducting inquiry as per the established procedure
3. Submitting findings and recommendations of inquiries
4. Coordinating with the employer in implementing appropriate action
5. Maintaining strict confidentiality throughout the process as per established guidelines
6. Submitting annual reports in the prescribed format

Committee Members: Internal Committees have been formulated for all locations / Units.

While the IC at corporate level will handle all complaints received in Head Office, representatives from following Units are co-opted into the IC to participate in the investigations/PoSH related initiatives that are required to be conducted.

1. GFPL, Noida
2. SKG, Ludhiana
3. Farmparts, Ludhiana

		
Prepared By: GCPO	Recommended By: GCOO	Approved By: Chairman & MD

4. UIL, Vizag

The details about the current members of the IC and nominations from various Units are enclosed in Annexure – A.

**5.2. Lodging a Complaint**

Any employee who has either in her knowledge of and/or who experienced/ is aggrieved, either directly or indirectly, any instances of sexual harassment, shall report, through e-mail at [workplace.harassment@unipartsgroup.com](mailto:workplace.harassment@unipartsgroup.com) or duly signed letter within a period of 3 months from the date of incident / last incident to the Internal Committee.

**5.3 Resolution Procedure through Conciliation**

Once the complaint is received, before initiating the inquiry, the committee may take steps to conciliate the matter between the aggrieved person and the respondent. This option will be used only at the request of the aggrieved person. No monetary settlement shall be made as a basis of conciliation. Resolution through conciliation is to happen within 2 weeks of receipt of complaint. Where a settlement is arrived at, no further inquiry is to be conducted by the committee.

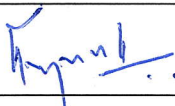
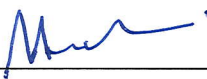
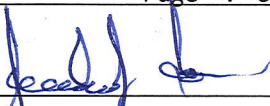
**5.4 Resolution Procedure through Formal Inquiry**

The committee will initiate inquiry in the following cases:

- No conciliation is requested by aggrieved woman
- Conciliation has not resulted in any settlement
- Complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent

**5.4.1 Manner and Procedure of inquiry into complaint**

- Complainant should submit the complaint along with supporting documents to any IC member through email or duly signed letter.
- The Committee will hold a meeting with the Complainant within seven days of receipt of the complaint.
- The Committee will proceed with the inquiry and communicate the same to the Complainant and Respondent. The Committee will provide every reasonable opportunity to the Complainant and the Respondent for putting forward and defending their respective case.
- If the Complainant or the respondent, against whom complaint is made, desires any witness(es) to be called, she shall communicate in writing to the Committee the names of witness(es) whom she proposes to call.
- Respondent shall reply with all supporting documents within 10 working days of receiving the copy of the complaint.
- The Committee shall investigate the complaint promptly and thoroughly in a time-bound manner in accordance with principles of natural justice and a detailed report should be maintained.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist the aggrieved person in terms of support and preventive action.
- If need be, the committee can take interim actions against the offenders pending full investigation.

		
Prepared By: GPCO	Recommended By: GCOO	Approved By: Chairman & MD

- Care is taken to prevent any disadvantage to or victimization of either the complainant or the respondent.
- In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Company, for making a Police Complaint. Also, provide assistance to the aggrieved, if she so chooses to file a complaint and cause to initiate action under Indian Penal Code against perpetrator.
- The committee shall maintain a Register of Complaints, keeping a track of complaints received, when the process began, procedure followed and date of closure and shall ensure timely submission of annual reports to the Board and the Competent Government Authority, as per law.

### 5.5 Action to be taken by IC

**Complaint unsubstantiated:** Where the committee arrives at the conclusion that the allegation against the respondent has not been proved, it recommends to the employer that no action is required to be taken in this matter. Further, the committee ensures that both parties understand that the matter has been fully investigated, that the matter is now concluded, and neither will be disadvantaged within the Company.

**Complaint substantiated:** Where allegation is proved, the committee may recommend action in accordance with the service rules of the Company, including but not limited to, a written apology, warning, reprimand or censure, withholding of promotion, pay rise or increments, termination of service, undergoing a counselling session or carrying out community service.

Apart from this the committee may also recommend to deduct from the respondent's salary or wages and recommend payment of compensation to the aggrieved person or his/her legal heirs, which sum shall have regard to —

- Mental trauma, pain, suffering and emotional distress caused to aggrieved person,
- Loss in career opportunity due to the incident,
- Medical expenses incurred by victim for physical or psychiatric treatment,
- Income and financial status of the respondent.

### 5.6 Protection of employees during Inquiry Proceedings:

It is assured that the complainant will not be subjected to retaliation or punishment in any way for complaining, unless the complaints are of the nature mentioned in clause 4. At the same time, the Committee should make sure not to unjustly punish the errant. All such complaints will be taken seriously and investigations will be carried out thoroughly and discreetly. This essentially means that no improper action will be taken against someone until a thorough investigation is conducted.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the company shall take all steps, necessary and reasonable, to assist the aggrieved person in terms of support and preventive action.

During the pendency of inquiry, on a written request of the aggrieved person, the committee may restrain the respondent from reporting on/ supervising the work performance or confidential report of aggrieved person and assign same to another officer. Parties shall not be allowed to bring any legal practitioner to represent them in the proceedings before the committee.

		
Prepared By: GCPO	Recommended By: GCOO	Approved By: Chairman & MD

**5.7 Termination of Inquiry**

Committee may terminate the inquiry or give ex-parte decision, if complainant or respondent respectively is absent for 3 consecutive hearings, without sufficient reason. 15 day written notice is to be given to the party, before termination of enquiry or ex-parte order.

**5.8 Malicious Allegations**

Where the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved female member or any other person making the complaint has made the complaint knowing it to be false or the aggrieved female member or any other person making the complaint has produced any forged or misleading document, it may recommend to the Employer to take strict action against the female member or the person making the complaint.

While deciding malicious intent, the Committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

**6 CONFIDENTIALITY**

The identity and addresses of the aggrieved person, respondent and witnesses, information relating to complaint or recommendations of committee shall not be published, communicated or made known to the public, press or media. However, the information may be disseminated regarding the justice secured to any victim of sexual harassment (without disclosing the name, address, identity or any particulars leading to the identification of the victim or witness).

**7. APPEALS**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within ninety (90) days of the recommendations being communicated.

**8. AWARENESS TO EMPLOYEES:**

Awareness sessions are to be organized to:

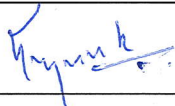

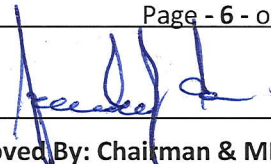
- Regular workshop and training programs shall be organized in the units/ workplace for awareness of the employees on this policy.
- Carry out orientation programs for the members of the IC.
- Declare the names and contact details of all the Members of the IC.
- This policy shall be displayed prominently in our Portal, office premises accessible by the employees and shall be ensured that all employees are aware of the same.

**9. LEGAL COMPLIANCE:**

The IC shall in each calendar year prepare, in such format as may be prescribed, an annual report and submit the same to the employer and the District Officer (as defined in the Act).

**10. DISCLAIMER:**

This is a controlled document and any exception or deviation to this policy shall require approval of Group COO and Head HR.

		
Prepared By: GCPO	Recommended By: GCOO	Approved By: Chairman & MD