

**POLICY ON  
PREVENTION OF SEXUAL HARASSMENT AT THE  
WORKPLACE**

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## 1. Executive Summary:

1.1. Keva is an equal employment opportunity group of companies, committed to ensure a safe, secure and congenial work environment for employees. The Management has been striving to create an environment that enables all employees, especially women to render their services without fear of any prejudice, gender bias and sexual harassment. This policy aims at ensuring:

- (i) The protection of women employees from sexual harassment at the workplace,
- (ii) An awareness and understanding of the Indian law in force i.e. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and
- (iii) In the unlikely event of such occurrence, the recourse mechanism to the concerned individual by way of resolution, settlement or prosecution of the acts of sexual harassment.

## 2 Objectives:

2.1 The purpose of this policy is to prevent sexual harassment of women at work place and to give the women employees a platform to raise any concern and issues pertaining to sexual harassment at the work place. Keva believes that every woman employee should have the opportunity to work in an environment free of Sexual Harassment; and

2.2 To ensure that no woman employee should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct or behavior that amounts to sexual harassment which, may result in disciplinary action.

2.3 To ensure that no woman is discriminated against on the grounds of her gender.

## 3 Applicability:

3.1 This policy is applicable to

- (i) To all permanent employees (including employees on probation, training) who are on the company payroll
- (ii) Other staff who are engaged by Keva as contract employees, consultants and those who are deployed at the premises by the service provider, in the course of their business with Keva, whether the said individuals are paid for their services on a honorarium basis, or on a voluntary basis.

## 4 Definition of Sexual Harassment and Work place:

4.1 For the purpose of this policy, "Sexual Harassment" includes (but not limited to) unwelcome sexually determined behavior (whether directly or by implication) as:

4.1.1. Physical contact and advances

4.1.2. A demand or request for sexual favors

4.1.3. Sexually colored remarks

4.1.4. Showing pornography

4.1.5. Any unwelcome physical, verbal or non verbal conduct of sexual nature

4.1.6. Any unwelcome physical, verbal or non verbal conduct which has a sexual undertone attached to it

4.2. Workplace for the purpose of this policy shall mean the place where employee originally works as it also includes any other places, premises, venues and/ or precincts of Keva or otherwise where Keva employee/s are officially required to attend, meetings, functions arising out of or in connection to their duty.

## **5 Constituents of Sexual Harassment:**

5.1. Sexual Harassment is a serious offence that can destroy human dignity and violates the right to gender equality, the “right to life and liberty”, and the fundamental rights to practice any profession or to carry out any occupation, trade or business. It is an act amounting to misconduct in employment.

5.2. Based on the guidelines laid down by Hon’ble Supreme Court and national commission for women, given below are the details what may be considered as Sexual Harassment.

5.3. Sexual Harassment at work place has been defined as including unwelcome sexually determined behavior, whether direct or implicit, including but not limited to:

5.3.1. Eve teasing including any indecent gesture, use of indecent language or any act which can be perceived as an insult to modesty or intruding the privacy of an employee;

5.3.2. Unsavory or sexually colored remarks, jokes, innuendos, , taunts, verbal, non- verbal or physical conduct such as letters , phone calls, text messages, e- mails, chat messages, gestures, lurid stares, stalking, sounds, display of pictures signs, verbal or non verbal communication which offends the individuals sensibilities and may affect his/ her performance;

5.3.3 Steering conversation improperly towards sexual preferences, fantasy or sex life;

5.3.4. Gender based insults or sexist remarks;

5.3.5. Unwelcome sexual hints or suggestions of any manner;

5.3.6. Touching or brushing against any part of the body and the like;

5.3.7. Displaying or showing any pornographic or other offensive or derogatory pictures, cartoons, pamphlets, drawings, of the like manner;

5.3.8. Unwanted, uncalled for or unwelcomed physical contact or advances or molestation;

5.3.9. Physical confinement against one's will or any other act likely to violate one's privacy;

5.3.10. Unwelcome sexual advances, requests or demands for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any work related activity;

5.3.11. Act or conduct by a person in authority which creates the environment at work place that is hostile or intimidating to a person belonging to the other sex.

5.4. It could be done by a person individually or acting in concert with others. It may be directed at the employee. It could occur between peers and individuals in a hierarchical relationship (covert or overt use of power inherent to affect negatively an employee's work experience or opportunities).

5.5. It could result in a 'Quid Pro Quo' (this in exchange for something) or in a hostile working environment. (To threaten, coerce or intimidate an employee to accept sexual advances or making employment decisions affecting the individual or create an intimidating, hostile or offensive working environment)

5.6. Any of these acts is discriminatory when the person has reasonable grounds to believe that his/her objection would disadvantage him/her in connection with his/her employment or work including recruitment or promotion or when it creates a hostile work environment or other adverse consequences.

5.7. Sexual Harassment takes place when:

5.7.1. Submission to the behavior is explicit or implicit

5.7.2. Submission to or rejection of the conduct is used as the basis for an employment decision,

5.7.3. The conduct has the purpose or effect to unreasonably interfere with an individual's work performance or creating intimidating, hostile or offensive work environment

5.8. This kind of behavior is unacceptable at the workplace and in any work related setting outside the workplace, such as during business trips, business meetings and business related social events.

## 6 Redressal System

The **Internal Complaints Committee** is the first level of recourse for any complaints of sexual harassment of employees, retainers/ contractor and third parties. The Committee shall be headed by a woman and shall comprise of minimum of 5 members (representing employees section) and shall involve 1(one) third party member, either an NGO or other body or lady professional who is familiar with and experienced in dealing with matters pertaining to the issue of sexual harassment.

The majority of the members of the Internal Complaints Committee are women as per the statute. The Committee shall comprise of the following members:

1. **Dr. Anuradha Sovani (Clinical psychologist, head of Psychology Dept – SNTD).**
2. **Meenal Adesh – Deputy General Manager - OD & Talent Management – Presiding Officer**
3. **Neha Walimbe – Head – CDC India**
4. **Anuradha Sansar – Head – CDC International**
5. **Deepti Chandratre – Company Secretary & Legal Manager**
6. **Sangita Dasgupta – Senior Manager - Key Accounts**
7. **Amol Shirodkar – Head – HR Operations**
8. **Rajiv Sawant – Unit Head - Vashivali**
9. **Biswajit Bhattacharya - Unit Head – KVA**
10. **Sandeep Shirke - Manager - HR & Admin**
11. **Unit HR Manager – Vapi**
12. **Bangalore Location**

For any complaint received, the Internal Complaints Committee will carry out the inquiry and submit its report and findings to the **Apex Committee**, within 10 days from the date of completion of inquiry, for appropriate Management decision as prescribed by the Act. Apex Committee shall comprise of the following members:

1. **Kedar Vaze , Group CEO**
2. **B Ramkrishnan, Director - Strategy**
3. **Indrajit Chatterjee, EVP & Group CHRO**

## **7 The Three Steps to Approach to Deal with Harassment:**

7.1. **Step 1** - Trust your feelings. If you experience discomfort around with someone, there's probably a reason. Focus on what's happened. Harassment rarely goes away unless you deal with it.

7.2. **Step 2** - Tell the person that she/ he makes you feel uncomfortable and you want it to stop. Sometimes people act in a way that they don't consider harassment. Letting someone know may be enough to stop the behavior. Your silence and passiveness could be taken for tacit consent.

7.3. **Step 3** – If step 2 doesn't work for you, or if you feel uncomfortable in confronting with the person, you can talk to the RIGHT people (mentioned below) about what has happened.

7.3.1. Following are the channels available:

- Internal Complaints Committee members
- HR Contact person for a preliminary chat on how to go forward

## **8 The Complaints Procedure:**

8.1. An Internal Complaints Committee has been constituted to take up and enquire into the cases of Sexual Harassment. The Internal Complaints Committee will maintain confidentiality of all events and ensure individual details are protected from unnecessary disclosure.

8.2. Apex Committee shall periodically review the reported cases of Sexual Harassment and investigation taken up and inquiry held by the Internal Complaints Committee.

8.3. The Employee shall give a complaint in writing to any of the Internal Complaints Committee members at the earliest point of time through channel prescribed above.

8.4. In case the employee is not able to give the complaint in writing, necessary assistance will be provided by HR/ ICC to lodge formal written complaint.

8.5. Where the aggrieved employee is unable to make the complaint on his/her own, the complaint may be filed by any other employee who has knowledge of the alleged behavior/incident, with the written consent of the aggrieved employee.

8.6. Confidentiality of the identity of the involved parties will be maintained by the respective Committee members. In order to ensure confidentiality of the investigations, depending on the gravity of the case, the inquiries may be held outside the official premises of the Organization.

8.6.1. The Internal Complaints Committee will hold an Inquiry in accordance with principles of natural justice. The said Committee if necessary will communicate the same to the complainant and person against whom complaint is made. It would be entitled to elicit all forms of evidence in this regard and the concerned parties would be required to co—operate.

8.6.1.1. The said Committees shall endeavor to complete the "Inquiry" within reasonable period but not beyond 6 (Six) weeks from the date of submission of the complaint.

8.6.1.2. When such an Inquiry is initiated; the concerned employees will be prohibited from taking leave or travelling outside the location where such employee stays, unless it is of utmost urgency and has the relevant line manager/ business head's written approval on an application made to this effect.

8.6.1.3. After due examination of the complaint and the conclusion of the Inquiry, the respective Committee who had carried out investigation shall submit its report with the investigation details and recommendations to the Apex Committee.

8.6.1.4. If the person complained against in the Inquiry report is found guilty then Apex Committee shall decide on the appropriate punishment and shall initiate the disciplinary action, which may include a verbal warning, stoppage of promotion/increment, suspension, or termination of employment.

8.6.1.5. In the event, the Inquiry concludes that the complaint does not fall under the purview of Sexual Harassment or the complaint does not constitute an offence of Sexual Harassment, the same would be deemed to be concluded (for the purpose of this policy) after recording the reasons thereof.

8.6.1.6. In the event, the inquiry concludes that the complaint was false and / or malafide in intent, suitable disciplinary action will be taken against the complainant.

## **9 Role of the Committees in carrying on complaint investigation:**

9.1. The role of the Internal Complaints Committee is to address any complaints lodged by employees and take appropriate actions and increase employees' awareness of the policy on preventing Sexual Harassment at the workplace.

9.2. The Internal Complaints Committee may be reconstituted if need be based on the availability of the members, to avoid conflict of interest and also to ensure fair & independent investigation.

9.3. In case of vacancy of office by the members in the Committees for any reason whatsoever for more than two weeks continuously or being interested party (if the complainant is against any of the committee members) in the proceedings of the complaint, then, such vacancy will be filled in by such employee who will be nominated by EVP & Group CHRO as he may find appropriate.

9.4. Group HR will be conducting workshops/training sessions for all employees on gender sensitivity and inclusive behavior from time to time.

9.5. Where Sexual Harassment occurs as a result of an act or omission by any third party or outsider, the Internal Complaints Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

## **10 Disciplinary Action**

The nature and severity of disciplinary action will be in direct proportion to the seriousness of the offence. This could range from but will not be limited to:

10.1. A letter of warning that will be placed in personal file.

10.2. Immediate transfer or suspension without pay or both.

10.3. Dismissal/ termination from the services of the company

10.4. As instructed by Supreme Court, if the commission of an offence under the Indian Penal Code, Keval Management shall initiate appropriate action in accordance with law by making a complaint with appropriate authority.

## **11 False or Malicious Complaint and False evidence**

Where the Internal Complaints Committee arrives at a conclusion after an inquiry that a false or malicious complaint has been filed knowingly and the investigation has proved that the motivation of the complaint/ victim was malafide, e.g., to willfully defame the alleged harasser, disciplinary action may be initiated by the Apex Committee against the complainant/ victim as prescribed in The Sexual Harassment of Women at Workplace Act 2013.

This could range from but will not be limited to:

- A letter of warning that will be placed in personal file.
- Immediate transfer or suspension without pay or both.
- Dismissal/ termination from the services of the company
- As instructed by Supreme Court, if the commission of an offence is under the Indian Penal Code, Keval Management shall initiate appropriate action in accordance with law by making a complaint with appropriate authority.

## **12 The General Safeguards:**

12.1 Be sensitive to others and think about how your actions or words might be viewed by people. Make sure that your actions do not cause offence to any other person, if you are aware that someone is being harassed, tell the perpetrator that you think his or her conduct is inappropriate.

12.2 Some of the general safeguards are:

12.2.1 Be conscious not to make comments or express your views that would amount to 'gender insensitivity'

12.2.2 In paying compliments, do not comment on the 'physical' attributes of a person.

12.2.3 What is "acceptable" behavior in a group may not be "acceptable" in private. Use your discretion.

12.2.4 Though "continuity" is an important ingredient, even a solitary instance would amount to "harassment" if it is otherwise 'unacceptable' in a given social and cultural set up.

12.2.5 As a general rule, avoid unwelcome and unsolicited physical contact.



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## **13 Retaliation against upright employees:**

Organization will not tolerate any retaliation against an upright employee. In the event you feel you are being victimized for raising an issue pertaining to Sexual Harassment at the workplace, you can raise this concern as well, through the same channel of communication and the organization will review the matter and will take necessary action in such cases.

## **14 Awareness:**

14.1 The Company will conduct Awareness programs on Sexual Harassment from time to time. It is mandated that employees should attend these awareness programmers.

14.2 A copy of this Policy on Preventing Sexual Harassment at the Workplace is circulated to all employees. For any clarification on this policy, an employee can approach the HR department.

14.3 Any clarification/s or explanation will be provided by the Policy Committee comprising of Group CEO / EVP & Group CHRO.