



ANTI SEXUAL HARASSMENT POLICY

CHETTINAD CEMENT CORPORATION LIMITED



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INTRODUCTION:

Sexual harassment results in the violation of the fundamental rights of a woman. The protection against sexual harassment and her right to work with dignity are universally recognized human rights by international conventions. In view of the above, the Company has framed its Anti Sexual Harassment Policy for protection of women against sexual harassment at work place.

POLICY

Chettinad Cement Corporation Limited (CCCL) is committed to creating a healthy, positive working environment that enables employees to work without fear of gender bias, and sexual harassment. The Company also believes that all the employees of the Company have the right to be treated with dignity and work for achieving the goals and objectives of the organization.

COMPANY'S POLICY ON WORKPLACE STANDARDS

1. The Company shall not tolerate any form of sexual harassment of its employees. All employees are expected to maintain the decorum /in the office premises that is conducive to all employee to work in a dignified manner thereby to contribute and achieve the Company's goals and objectives.
2. The employees shall refrain from any acts of sexual harassment of other employees. Any form of threatening or insinuation, either explicitly or implicitly with sexual overtones or advances
3. Any employee, who believes that the other employee's actions or words constitute sexual harassment, has a responsibility to assist the concerned employee to report or complain about the situation either immediately or as soon as possible.
4. The Company prohibits any form of retaliation against any such employee, for bringing bona-fide complaint or providing information about any such incident. However, any complaint of sexual harassment other than the affected employee shall not be entertained.

Where such conduct, in the workplace or during the course of employment, apart from coming under purview of the sexual harassment policy of the Company, it also comes under specific offence under the Indian Laws the Company shall initiate appropriate action in accordance with the law and provide all support to any person who is a victim of such conduct.

SCOPE AND EFFECTIVE DATE

This Policy is applicable to all women employees of the Company. This is also applicable to women who are on deputation in the Company or who are on contract in the Company. It shall come into force with immediate effect.

DEFINITIONS:

a) Aggrieved women:

- (i) In relation to the work place a woman of any age whether employed or not who alleges to have been subjected to any act of sexual harassment by the respondent.
- (ii) In relation to dwelling place or house, a woman of any age who is employed in such dwelling place or house

b) Domesticworker:

a women who is employed to do household work in any household for a remuneration whether in cash or in kind either directly or through any agency on a temporary, permanent , part time or full time basis but does not include any member of the family of the employer.

c) Employer:

- (i) In relation to any department , organization , undertaking , establishment, enterprise, institution, office , branch or unit of the appropriate Government or a local authority, the head of that department, organization, undertaking, establishment, enterprise, institution, office, branch, or unit or such other officer, as the appropriate Government or the local authority may be by an order specify in this behalf.
- (ii) In any workplace not covered under the above , any person responsible for the management supervision, and control of the workplace.
- (iii) In relation to workplace covered under sub clauses (i) and (ii), the person discharging the contractual obligations with respect to his or her employees.

- (iv) In relation to dwelling place or a house , a person or household who employs or benefits from the employment of domestic workers irrespective of the number , time period or type of such worker employed or the nature of the employment or activities performed by the domestic worker

d) **Sexual Harassment**

It includes any one or more of the following unwelcome acts or behavior (whether by directly or by implication) viz.,

- (i) physical contact or advances
- (ii) a demand or request for sexual favours
- (iii) making sexually coloured remarks
- (iv) showing pornography
- (v) any other welcome physical, verbal , or non verbal conduct of sexual nature.

OBJECTIVE

The major initiative of the Company is

- To spread awareness to employees on the process available to safeguard and protect employees on the sexual harassment of employees in the workplace.
- To frame a standard guideline on the process for effective redressal of complaints of employees.
- To ensure that standard guidelines are given to appropriate authorities to deal with such complaints, thereby provide safe and conducive workplace for all employees.
- To prevent any incident of sexual harassment of employees at the workplace.
- To set guidelines for acceptable & expected behavior of its employees at workplace.

It's the Company's endeavor to promote a safe, secure and productive working environment that emphasizes collective workforce and conducive workplace free from harassment & empowers the employees especially the women employees to work with dignity and without any inhibition.

The Company shall not allow or tolerate any such acts or conduct by any of its employees resulting in sexual harassment any employee and shall ensure the safety and security of its employees.

INTERNAL COMPLAINT COMMITTEE

A complaint committee is formed to investigate the complaints of Sexual Harassment. The committee will constitute of the undermentioned members:

Mrs. Pooja Karia, Company Secretary Chettinad Group. , Chairperson
Mr. S Hariharan, Company Secretary
Mrs. Jamma Correa, Executive Assistant to Managing Director
Mr. R Murugesan, Senior General Manager , HR

WHO CAN COMPLAIN?

Complaints can be made by

- a. any aggrieved women employee, including any person on deputation or on contract working in the premises of the Company who is affected by any form of sexual harassment to them during the course of their working in the premises of the Company
- b. Any legal heir of the aggrieved person may make a complaint .

against any person/persons, who is/are alleged to have committed an act of sexual harassment. No third party complaints will be entertained.

REPORTING PROCEDURE

Employees who believe they have experienced or observed sexual harassment should report their complaint immediately to below mentioned email id. All complaints shall be promptly handled on a confidential basis and appropriate action shall be initiated.

Complaint can be made by email to: murugesan.r@chettinadcement.com

GRIEVANCE REDRESSAL PROCEDURE

