

Sexual Non-Harassment Policy

Overview

Ajmera Group is committed to ensuring employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behaviour which will not be tolerated under any circumstances. It is also unlawful. All complaints of sexual harassment will be treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Definition and Scope

- Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behaviour which creates a sexually tense or hostile working environment.
- Sexual harassment can occur between an employee and a co-worker, supervisor, manager, agent, consultant or contractor.
- Sexual harassment is not just unlawful during working hours or in the workplace itself. The behaviour is unlawful in any work-related context, including conferences, work functions, business or field trips, and interactions with clients.
- Ajmera Group recognises comments and behaviour which do not offend one person can offend another. Management accepts individuals may react differently and expects this right to be generally respected.
- Ajmera Group encourages any employee who feels they have been harassed to contact their Reporting Manager / HR Head.
- Any complaints or reports of sexual harassment will be treated promptly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. Managers and supervisors must act immediately on any reports of sexual harassment. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.
- Appropriate disciplinary action will be taken against anyone in this company's employment who is found to have sexually harassed a co-worker.
- Ajmera Group has a legal responsibility to prevent sexual harassment.
- Therefore, managers and supervisors have a responsibility to:
 - Monitor the working environment to ensure acceptable standards of conduct are observed at all times
 - Model appropriate behaviour themselves
 - Treat all complaints seriously and take immediate action to investigate and resolve the matter
 - Refer complaints to Human Resource Department if they do not feel they are the best person to deal with the case (e.g. if there is a conflict of interest or if the complaint is particularly complex or serious)
- All employees have a responsibility to:

- Comply with the organisation's sexual harassment policy
- Offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
- Maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumours may expose themselves to defamation action)

Objective

- To foster a professional, open and trusting workplace.
- The sexual harassment policy will be successfully applied when all staff are treated on merit by their managers, by peers, by direct reports and by all other team members.

Process

- Committee:
 - A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Chairman and Members of the Committee are as follows:

Mrs. Prachi Ajmera	- Presiding Officer/Chairperson
Mrs. Shweta Rathor	- Member
Mr. Hitesh Panchal	- Member
Mrs. Harshini Ajmera	- Member
Ms.Hima Doshi	- ExternalMember

Concerned Administrative Officer from Branch – Member

- A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a lady.
- Making a Complaint:
 - If you believe you are being, or have been, harassed, follow the procedure below:
 - Inform the offender the behaviour is offensive, unwelcome, and against company policy and should stop (only if you feel comfortable enough to approach them directly)
 - Keep a record of the incident(s)
 - If the unwelcome behaviour continues, contact your supervisor or manager for support
 - If this is inappropriate, you feel uncomfortable, or the behaviour still persists, contact Human Resource Representative or HR Head in writing with his/her signature within 10 days of occurrence of incident to the HR Head who in turn will inform the committee about the matter.
 - The Committee Member will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- Receiving a Complaint:
 - When a manager / committee receives a complaint, he/she should follow the procedure below:

- Listen to the complaint seriously
- Treat the complaint confidentially
- Allow the complainant to bring another person / witness / evidence to the interview if he/she chooses to
- Ask the complainant for the full story, including what happened step by step
- Take notes, using the complainant's own words
- Ask the complainant to check your notes to ensure your record of the conversation is accurate and sign off.
- Explain and agree next action with the complainant if investigation is not requested:
- Act promptly
- Maintain confidentiality
- Pass your notes on to your manager
- If investigation is requested, or is appropriate, follow the procedure outlined
- Investigating a Complaint:

When investigating a complaint, he/she should follow the procedure below:

- Interview all directly concerned, separately
- Interview witnesses, separately
- Keep records of interviews and investigation
- Do not assume guilt
- Interview the alleged harasser, separately and confidentially
- Let the alleged harasser know exactly what he/she is being accused of
- Give him/her a chance to respond to the accusation
- Listen carefully and record details
- Ensure confidentiality, minimize disclosure
- Determine appropriate action based on investigation and evidence collected
- Check to ensure the action meets the needs of the complainant and company
- The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Head of HR. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- The HR – Head will direct appropriate action in accordance with the recommendation proposed by the Committee.
- If resolution is not immediately possible, the complainant should be referred to more senior management.
- If the resolution requires the authority of a more senior manager, the complainant should be referred to the appropriate level.
- Outcomes as they affect the complainant should be discussed with the complainant to ensure that needs are met, where appropriate.

- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Potential Outcomes:

If the complaint is found to be justified, the complainant may be entitled to any or all of the following:

- The complainant may receive:
- Commitment the behaviour will cease
- Private apology (verbal or written)
- Re-credit of any leave taken due to the harassment
- payment of medical and counselling expenses
- Transfer, with no job disadvantage
- Other compensation

The Harasser may receive:

- Depending on the severity of the case, consequences can include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action
- Immediate disciplinary action will also be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment

Other Points to be Considered

The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to

- The Committee may recommend to the Director action which may include transfer or any of the other appropriate disciplinary action
- The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, TPC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action
- The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to Director - HR
- In case the Committee find 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 Management, for making a Police Complaint

End of Policy Document.

