



NOCIL LIMITED

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Policy On Prevention of Sexual Harassment

(This Policy comes into force with immediate effect i.e., 1st March, 2019.)

For NOCIL LIMITED

A handwritten signature in blue ink, appearing to read "S. R. Deo".

S. R. Deo
Managing Director

Approved by Board of Directors on 25.03.2019. Further modified by the Core Committee on Sustainability on 06.03.2023



NOCIL LIMITED

Prevention of Sexual Harassment Policy

PREAMBLE

NOCIL Limited ('the Company') is an equal employment opportunity company and is committed to creating a healthy and safe working environment that enables Employees, Agents, Contractors, Vendors and Partners to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees have the right to be treated with dignity. Sexual harassment at the workplace or other than work place if involving employees is a grave offence and is, therefore, punishable.

The Policy shall be further governed by Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as **POSH**) and the rules framed there under.

It is explicitly stated and understood that in event of any repugnancy or conflict between the Policy and the POSH Act , the POSH Act will prevail. Also in event of any amendments to the POSH Act and/or the Rules thereunder, the same shall be deemed to be a part and parcel of this Policy and the Company shall comply accordingly. In event of any situation or direction or provision which is stipulated by the POSH Act or the Rules thereunder but not captured or covered by this Policy, then such situation(s) or direction(s) or provision(s) shall be deemed to be a part and parcel of this Policy and shall be complied by the Company accordingly.

OBJECTIVE

The objective of this Policy is to provide protection against the sexual harassment of women at work place and for prevention and redressal of complaints of sexual harassment and for matters connected therewith.

SCOPE AND EFFECTIVE DATE

This Policy which has been brought into effect from 1st March 2019 and is further modified by the Core Committee on Sustainability on 6th March 2023 , extends to all employees of the Company - permanent, temporary, on training and on contract and is





deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

An alleged act of sexual harassment, whether the incident has occurred during or beyond office hours including the transportation provided by the Company for undertaking such visits and also covers all such places or locations where such acts are conducted in the context of working relationships or whilst fulfilling professional duties or which may be visited by an employee.

This policy is only applicable when both or either the alleged harasser & the victim are employees/ agents, supervisors, managers as well as Agents, contractors, customers, vendors, partners and visitors including the outsourced employees of the company.

DEFINITIONS

a	"Aggrieved Woman"	Means in relation to a 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.
b	"Employee"	means a person employed at a 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 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
c	"Internal Committee"	Means a committee constituted by the Company as per this Policy
d	"Respondent"	Means a person against whom the aggrieved woman has made a complaint
e	"Sexual harassment"	includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -





		<p>(i) physical contact and advances; or (ii) a demand or request for sexual favours; or (iii) making sexually coloured remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature; (vi) implied or explicit promise of preferential treatment in her employment; or (vii) implied or explicit threat of detrimental treatment in her employment; or (viii) implied or explicit threat about her present or future employment status; or (ix) interference with her work or creating an intimidating or offensive or hostile work environment for her; or (x) humiliating treatment likely to affect her health or safety.</p>
f	“Workplace”	<p>Includes any department, organisation, undertaking, establishment, enterprise, institution, office, or branch unit. Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. It also includes any place or premises including residential premises or any other place (including working in course of travel/ transit) from where the employee is working on virtual basis (through video conferencing or on phone or is connected through any other electronic means) .</p>

Internal Committee(s):

In accordance with the provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed there under, the Company has formed an Internal Committee which will manage the process of enquiry and redressal of sexual harassment complaints.





NOCIL LIMITED

The specific contact details of the Committee Members have been circulated across the company to enable the aggrieved women employee to contact them in case of any complaints under the Policy.

PROCEDURE TO MAKE COMPLAINTS

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to any of the Members of the Internal Committee (*by email or by printed or hand written letter marked as confidential*) at the email addressed or the address of the work place where the Member is located within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

The Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the aggrieved woman from filing a complaint within the said period.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

COMPLAINTS REDRESSAL:

1. The complainant shall submit to the Internal Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.
2. On receipt of the written complaint, the Internal Committee shall provide a copy along with supporting documents of such complaints to the Respondent within 7 working days.
3. The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding 10 working days from the date of receipt of the documents specified.
4. The Committee will conduct enquiry in accordance with the principles of natural justice and will ensure to give both parties, the aggrieved as well as the respondent, a right to be heard and present their case before the Committee.





5. The Committee shall ensure confidentiality during the enquiry process.
6. The Internal Committee shall have the right to terminate the enquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absents for 3 consecutive hearings, without sufficient cause, provided that such termination or ex-parte Order may not be passed without giving a notice in writing, 15 days in advance, to the party concerned.
7. The Internal Committee must complete its inquiry within a period of 90 days.
8. The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the Internal Committee.
9. For conducting the enquiry, the quorum of the Internal Committee shall be of 3 members including the Chairperson.

OTHER RELIEF TO COMPLAINANT DURING PENDENCY OF INQUIRY:

The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to-

- restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report and assign the same to another officer.
- restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

ACTIONS:

1. The Committee shall on completion of the enquiry provide a report of its findings within 10 days from the date of completion of the enquiry and such report shall be made available to the concerned parties.
2. If the allegation against the respondent has not been proved, the Committee may recommend that no action needs to be taken in the matter.





NOCIL LIMITED

3. If the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Company to take suitable action depending upon the gravity/ seriousness of the complaint, to be determined at the discretion of the Committee.

FALSE ACCUSATIONS:

If the Internal Complaint Committee comes to a conclusion that the allegation was made with malicious intent or the aggrieved person or any other person making the complaint on behalf of the aggrieved person produced false or forged or misleading documents to prove his/her case, the Internal Complaint Committee may recommend action to be taken against the person who has made the complaint as per the service Rules.

A mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

The malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed before any action is recommended.

PROHIBITION OF PUBLICATION OR MAKING KNOWN CONTENTS OF COMPLAINT AND INQUIRY PROCEEDINGS.

- The contents of the complaint the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings recommendations of the Internal Committee and the action taken by the employer shall not be published, communicated, or made known to the public, press and media in any manner.
- Information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity, or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.
- Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the above requirement relating to Confidentiality he shall be liable for disciplinary action in accordance with the provisions of the service rules.

REPORTING:

The Directors Report prepared under the provisions of the Companies Act, 2013 and the Rules made thereunder shall contain a statement that the company has complied





NOCIL LIMITED

with the provisions relating to the constitution of Internal Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013."

The Company shall disclose the following information in Board's Report in the Annual Report:

- a. Number of complaints of sexual harassment received in the year.
- b. Number of complaints disposed of during the year:
- c. Number of cases pending for more than 90 days.
- d. Number of workshops or awareness programme against sexual harassment carried out.
- e. Nature of action taken by the employer.

CONCLUSION:

The decision of Company shall be final and binding on all. However, the same is without prejudice to any recourse that Company or the individual concerned may have against the respondent and it shall not limit or restrict the rights of the Complainant and/or Company to pursue, nor shall they be precluded from pursuing, such further and other legal actions as may be available.

For **NOCIL LIMITED**

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S. R. Deo
Managing Director