

**ARCHANA SOFTWARE LIMITED**

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**1. OBJECTIVE:**

The Company is committed to creating and maintaining a secure work environment for it's Employees, Agents, Vendors and Partners to work and pursue business together in an atmosphere free of harassment, exploitation and intimidation caused by acts of Sexual Harassment within but not limited to the office premises and other locations directly related to the Company's business.

The objective of this policy is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith

All concerned should take cognizance of the fact that the Company strongly opposes sexual harassment, and that such behavior against women is prohibited by the law as set down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under being the The Sexual Harassment of Women at Workplace (hereinafter referred to as "Act") as well as the terms of employment. Any act of sexual harassment as defined in the Act and in this Policy shall result in strict disciplinary action.

The Company have a zero-tolerance for sexual harassment. We value each and every employee working with us and wish to protect their dignity and self-respect. In doing so, we are determined to promote a working environment in which persons of both genders complement each other as equals in an environment that encourages maximum productivity and upkeeping personal dignity.

Company is committed towards giving every employee just and fair hearing on issues encountered by them at the workplace with special attention to sexual harassment. Company will take very serious disciplinary action against any victimization of the employee who is complaining or the alleged harasser that may result from a complaint.

## **1. SCOPE:**

Company's Policy with regard to Prevention, Prohibition and Redressal of Sexual Harassment covers every "employee" across the Company. Company encourages every employee who believes they are sexually harassed to use the redressal mechanism as provided in this policy.

The Policy is with respect to Prevention, Prohibition & Redressal of Sexual Harassment which may arise in places not limited to geographical location viz. Company's offices / branches but includes all such places or locations where acts are conducted in context of working relationships or whilst fulfilling professional duties or which may be visited by an employee during the course of employment including transportation provided by the company for undertaking such visit. Company Policy against sexual harassment includes sexual harassment by fellow employees, supervisors, managers as well as agents, contractors, customers, vendors, partners, visitors and outsource employees. 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 also covered under the policy.

This policy applies to all employees of the Company, its group companies, outlets, branch offices and joint ventures operating out of India like regular, temporary, ad hoc, daily wagers, contractual staff, vendors, clients, consultants, trainees, probationers, apprentices, contract labour and also all visitors to the Company. Any complaints about harassment shall be treated under this policy.

Sexual harassment is judged by the impact on the complainant and not the intent of the Respondent. Sexual harassment as addressed in this Policy need not necessarily be from a male to a female employee, it can be vice versa as well as between individuals of same gender.

This Policy comes into force with immediate effect.

## **2. DEFINITIONS:**

1. "Aggrieved Person" means a person in relation to work place whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent"
2. "Company" means Archana Software Limited.
3. "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wages 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;

4. "Internal Complaints Committee" means a committee constituted by Company as per this Policy.
5. "Respondent" means a person against whom the aggrieved person has made a complaint.
6. "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:
  - i. Physical contact and advances; or
  - ii. A demand or request for sexual favors; or
  - iii. Making sexually colored remarks; or
  - iv. Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings; or
  - v. Any other unwelcome physical, verbal or non - verbal conduct of sexual nature; or

Following circumstances amongst other circumstances mentioned above may constitute sexual harassment if it occurs or is present in relation or connected with any act or behavior of sexual harassment:

- i. implied or explicit promise of preferential treatment in their employment;
- ii. implied or explicit threat of detrimental treatment in their employment;
- iii. implied or explicit threat about their present or future employment status;
- iv. Interfering with their work or creating an intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.
- v. humiliating treatment likely to affect the health and safety of the aggrieved person

In addition to the instances mentioned hereinabove, any other acts or behavior, which outrages the modesty of a female as defined above, will be considered as sexual harassment

7. "Workplace" includes any department, organization, undertaking, establishment, enterprise institution, and 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.

**4. EMPLOYER'S RESPONSIBILITY:**

- 1) Prevent and prohibit all and any acts of harassment, including sexual harassment, in order to ensure a safe and healthy work environment.
- 2) Redress and resolve grievances pertaining to sexual harassment.
- 3) Take the following proactive steps:
  - I. Display the penal consequences of the acts of sexual harassment at all conspicuous places.
  - II. Conduct regular workshops and employee awareness programs for gender sensitization.
  - III. Create forum for open dialogues for creating sensitization towards gender issues and also address various concerns and issues highlighted thereof.
  - IV. Orientation programs to be conducted for the Internal Complaints Committee.
  - V. Conduct capacity building and skill building programs for the Members of the Internal Committee.
  - VI. Monitor timely submission of the reports including Annual Report by the Internal Complaints Committee.
  - VII. To ensure timely submission of the Annual Report by the Internal Complaints Committee to the District Officer. The Report shall contain details as to number of complaints of sexual harassment received in the year; number of complaints disposed-off during the year; number of cases pending for more than ninety days; number of workshops or awareness program against sexual harassment carried out; and nature of action taken by the employer. The District officers will in-turn forward the report to the concerned State Govt.
  - VIII. Timely and efficient enactment of the recommendations received from the Internal Complaints Committee.
  - IX. To assist the aggrieved woman in filing an official complaint with the concerned authorities under the Indian Penal Code.

**5. INTERNAL COMPLAINTS COMMITTEE (ICC):**

Every complaint received shall be forwarded to internal complaint committee formed under the policy for redressal. The investigation shall be carried out by Internal Complaints Committee constituted for this purpose.

Internal Complaints Committee has been constituted of the following members as nominated

by the Company:

- a. A woman employee employed at a senior level amongst the employees shall act as Presiding officer of the committee.
- b. Not less than 2 members from amongst employees preferably committed to the cause of women OR who have had experience in social work OR have legal knowledge.
- c. One member shall be from amongst Non-governmental organizations OR associations committed to the cause of women OR a person familiar with the issues relating to sexual harassment.

The Name of the Members of the Internal Complaints Committee is as per **Annexure A** of this Policy and any change in such composition shall be effected in the policy

Atleast half the total members of the Committee have to be women. The Presiding Officer and every member shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

The ICC shall have the same powers as vested to Civil Court under the CPC w.r.t. summoning & enforcing attendance, examining on oath, requiring discovery & production of documents and such other matters.

For any grievances, employees must report harassment to a supervisor or HR representative or members of the ICC preferably within 3(three) months from its occurrence.

On receipt of the complaint the ICC shall proceed to commence enquiry as per service rules/rules in that regard.

In cases where there is a prima facie case made out, the ICC will forward the complaint to police within 7 days for registering a criminal case under 509 IPC.

## **6. COMPLAINT REDRESSAL MECHANISM:**

Any aggrieved person may make, in writing, a complaint of sexual harassment at workplace to the committee giving details of the sexual harassment meted out to her/him within a period of 3 months from the date of incident and in case of a series of incidents, within a period of 3 months from the date of last incident, which may be extended for a further period of 3 months, if circumstances warrant such extension in the opinion of the Internal

## Complaints Committee

- a. The Presiding Officer or any Member of the Internal Complaints Committee can render reasonable assistance to the person for making complaint in writing, in case they are unable to do so.
- b. On receipt of complaint, the Internal Complaint Committee shall decide the place and time for hearing the complaint and shall intimate the date, time and place of hearing to the Complainant and Respondent. The Internal Complaints Committee shall follow principle of Natural Justice while handling such complaints.
- c. Where the aggrieved person is unable to make a complaint on account of their physical incapacity, a complaint may be filed by
  - a) A relative or friend; or
  - b) A co-worker; or
  - c) An officer of the National Commission for Women or State Women's Commission;  
or
  - d) Any person who has knowledge of the incident, with the written consent of the aggrieved person.
- ii) Where the aggrieved person is unable to make a complaint on account of their mental incapacity, a complaint may be filed by
  - a) A relative or friend; or
  - b) A special educator' or
  - c) A qualified psychiatrist or psychologist; or
  - d) The guardian or authority under whose care they are receiving treatment or care; or
  - e) Any person who has knowledge of the incident jointly with any of the above.
- iii) Where the aggrieved person for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with their written consent.
- iv) Where the aggrieved person is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of their legal heir.
- d. Internal Complaints Committee on receipt of such written complaint, may, if require ask the aggrieved person to furnish additional information about the alleged harassment.

e. The Complainant or person authorized on their behalf as per above provision, shall make a complaint to the Internal Complaints Committee through following mode:

i. Copy of complaint along with supporting documents and names and address of witness shall be sent to Internal Complaints Committee at [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com)

ii. On receipt of such complaint, Internal Complaints Committee shall provide a copy along with supporting documents of such complaints to the Respondent within 7 working days

iii. Respondent shall file reply within 10 working days of receipt of the complaint along with list of documents, names and addresses of witnesses

iv. Internal Complaint Committee shall investigate in detail into the matter of the complaint. The Internal Complaint committee shall have the right to call the person against whom the complaint is made or any other witnesses as when necessary.

v. Internal Complaint Committee shall have the right to terminate the enquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause.

vi. The Internal Committee must complete its investigation within a period 90 days.

vii. 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 Complaints Committee.

viii. For conducting the enquiry the quorum of the Internal Complaints Committee shall be of 3 members including the presiding officer.

f. The Internal Committee may before initiating an inquiry, and at the aggrieved person's request, attempt to settle the matter through conciliation. However, Internal Complaints Committee shall ensure that:

(a) Monetary settlement will not be made as a basis of conciliation.

(b) Where a settlement has been arrived, the settlement terms shall be signed by both the parties and shall be provided with a copy of it.

Where, a settlement is arrived as mentioned hereinabove, no further enquiry shall be conducted by the Internal Complaints Committee.

g. The Internal Complaints Committee may during such investigation may exercise the power of a civil court, vested in it, in respect of:

(i) summoning and enforcing the attendance of any person and examining him under oath;

(ii) requiring discovery and production of documents; (iii) Any other prescribed matter.

h. During such enquiry, upon written request by the aggrieved person, the committee may at its discretion recommend:

- (a) To transfer the aggrieved person or the respondent to any other workplace;
- (b) Grant leave to the aggrieved person of up to three months which is in addition to leave to which she is otherwise entitled.

Provided, the aggrieved person has to tender justified reason for such transfer or leave, such as threat to work in the workplace.

#### **7. ACTION:**

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.

3. If the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to:

- a. Take action for sexual harassment as a misconduct.
- b. To tender written apology to the complainant, issue warning, withholding of promotions / increments of the Respondent, terminating the Respondent.
- c. To deduct from salary / wages of the respondent or issue direction for payment; such sum as it may consider appropriate to be paid to the aggrieved person or to their legal heirs, as it may determine.

4. Such action will be taken within 60 days of the receipt of report,

#### **8. CONCILIATION:**

The aggrieved woman may also choose to resort to Conciliation. On the request made by the aggrieved woman, before initiating the inquiry, the ICC will take steps to settle the matter through conciliation.

No monetary settlement shall be made as a basis of conciliation.

ICC shall record the settlement and forward it to the employer to take action. ICC will provide copies of the settlement to the aggrieved woman and respondent and no further

inquiry shall be conducted. The settlement terms will need to be duly implemented or else enquiry will need to be initiated.

#### **9. EMPLOYEE RESPONSIBILITY:**

All employees are mandated to read and acquaint themselves with the company policy with



respect to any instances of sexual harassment reported at the workplace. Pleading ignorance about the policy or the following consequences shall not stand a valid ground in any case whatsoever.

The employees may address their doubts or concerns, if any to their local HR representative.

Employees of the Company must conduct themselves so as to ensure a work environment that promotes, respects and upholds the dignity of every individual at the workplace and does not become the cause of any physical and mental harassment. This term and act of "harassment" includes but is not restricted to unwelcome behavior whether through visual displays, verbal, non-verbal, physical or other conduct making a person submit to requests, favors, threats or demands that alter or threaten to alter the terms of employment and interfere with work conditions.

Employees must report every incident of perceived harassment that they are aware of through the official channels mentioned here.

Employees are expected to cooperate with the company in investigations and in preventing and curtailing unlawful discrimination and harassment at the workplace.

The detailed document on prevention of sexual harassment at work place is available on the website and with all HR officers of the facility.

#### **10. RIGHT TO APPEAL:**

Any person aggrieved from the recommendations made may prefer an appeal to the court or tribunal, within a period of 90(ninety) days of the recommendations, in accordance with the manner as may be prescribed, without prejudice to provisions contained in any other law for the time being in force

#### **11. PREVENTION AND REDRESSAL OF HARASSMENT AT COMPANY:**

Company is committed to providing an environment free of any and all kinds of harassment including sexual harassment, gender based harassment, harassment related to special conditions like pregnancy, childbirth, harassment based on any kind of medical conditions, race, ethnicity, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, etc.

This policy applies to all persons engaged directly or indirectly with the Company and prohibits any kind of harassment of any employee of the Company or any person visiting or working with the Company including supervisors, vendors and clients.

#### **12. WHAT IS EXPECTED FROM EVERY EMPLOYEE?**

If you believe that you have been harassed in any manner, you may submit a complaint to your own supervisor or any other supervisor, or any of the Human Resources Manager of the Company within reasonable time of the occurrence of any untoward incident. Alternatively, you can also report your complaint to the central committee responsible for addressing grievances against harassment at [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com)

We encourage you to report all facts of the incident/s.

It is imperative for a prompt and appropriate redressal of any concerns of discrimination, retaliation or harassment that the incident is brought to attention immediately.

- a) In cases of sexual harassment, you can forward your complaint immediately to [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com).
- b) If you happen to notice, observe or receive any good faith information about any incident harassment to a third party, then you need to report this to your supervisor or the Human Resource Manager.

If the Company determines that harassment has occurred, appropriate remedial action shall be taken. Any employee determined by the Company to have caused any kind of harassment shall be dealt appropriate disciplinary action, up to, and including termination. The Company shall not retaliate against anyone for filing a complaint and shall not tolerate or permit retaliation by management, employees or co-workers.

Any queries pertaining to what constitutes discrimination or harassment, you are encouraged to contact your local Human Resources team.

### **13. TYPES OF BEHAVIOR WHICH CAN BE CONSIDERED AS SEXUAL HARASSMENT :**

Depending on the circumstances, each of the following kinds of behavior may be sexual harassment:

1. Material that is sexual in nature, sexist, sexually explicit and so on and is displayed in the workplace, circulated, or put in someone's workspace or belongings, or on a computer or fax machine or on the Internet or any other public display system or public place in the work premises.
2. Verbal abuse or comments that put down people because of their sex
3. Comments about people's (women/men) bodies and physical appearance
4. Tales of sexual exploits
5. Graphic descriptions of pornography
6. Pressure for dates
7. Sexually explicit gestures
8. Unwelcome touching and hugging
9. Sexist and insulting graffiti
10. Sexist jokes and cartoons. There is a difference between harmless humor which may refer to gender, race and so on and using a racist, sexist or other types of stereotyping jokes to have a "dig" at someone (and therefore to harass them). If this difference is not clear or if someone is offended, the behavior should stop immediately
11. Obscene phone calls
12. Displaying pornography in the workplace or otherwise
13. Insisting that workers wear revealing clothing
14. Inappropriate comments about one's dressing
15. Inappropriate gifts (for example, lingerie)
16. Discussion of one's partner's sexual inadequacies
17. Lewd and threatening letters

18. "Accidentally" brushing sexual parts of the body
19. Pressing or rubbing up against a victim
20. Sexual sneak attacks (such as grabbing private parts on the run)
21. Indecent exposure
22. Subtle or overt pressure for sexual favors
23. Soliciting sexual services
24. Demanding sexual services
25. Sexual or physical contact, such as slapping, kissing or touching.
26. Intrusive questions about sexual activity
27. Sexual assault (a crime under the Indian Penal Code)
28. Repeated sexual invitations when the person invited has refused/ignored similar invitations
29. Coerced sexual intercourse (e.g., as a condition of employment or academic status)

Note: A single act or occurrence shall be enough to be construed as harassment.

#### **14. AWARENESS:**

1. All the Employees, Agents, Customers, Vendors, Partners and Visitors shall have access to this Policy at any given point of time and clarification related to this Policy shall be addressed by the HR team.
2. A brief shall be given to all existing employees regarding the features of this Policy immediately on formulation of the Policy and to new employees in the Company during their initial Induction.
3. The Company shall comply with all other details as set out under Section 19 of the Act to ensure that all employees are provided with the safe working environment at the workplace.
4. Company shall display the notice showing the name of the Internal Complaints Committee members at its every establishment at a conspicuous place.

#### **15. FALSE ACCUSATIONS:**

1. The complaint of sexual harassment made by any employee shall be taken up with utmost seriousness by Company. However, there shall be zero tolerance for any false accusation.
2. 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, including termination of service. In such a case, malicious intent has to be established after an inquiry, before any action is recommended. A mere inability to substantiate a complaint or provide adequate proof would not attract action as provided herein. A similar recommendation for taking action would be recommended against any witness whom the Internal Complaint Committee concludes, that he/she has given false evidence or produced forged or misleading documents.

3. It is to be noted that this statement is not intended to discourage employees from coming forward with any complaints. Company recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to raise to the level of seriousness deemed necessary to constitute Sexual Harassment. These types of complaints will not be considered to be false accusations

**16. MISCELLANEOUS:**

Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding will be intimated to the employee.

Nothing contained in these rules shall operate in derogation of any law for the time being in force or to the prejudice of any right of any employee under any other Rules or Law.

The Internal Complaint Committee shall prepare an annual report with the following details and shall submit the same to the Company to include in its Annual report:

1. Number of complaints of sexual harassment received during the year;
2. Number of complaints disposed off during the year;
3. Number of cases pending for more than 90 days;
4. Number of workshops or awareness program against sexual harassment carried out;
5. Nature of action taken by the employer

**17. CONCLUSION:**

Complaints relating to Sexual Harassment shall be handled and investigations will be conducted under the principles of natural justice, basis of fundamental fairness, in an impartial and confidential manner so as to protect the identity of all viz., the person bringing the charge, potential witnesses, and the person accused of improper behavior. Also, all efforts shall be taken to ensure objectivity and thoroughness throughout the process of investigation.

The identity and address of the aggrieved person, respondent and witnesses must not be published or disclosed to the public or media.

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.

**18. REFERENCE**

The sexual harassment of women at workplace (Prevention, prohibition and redressal) Act, 2013

Approved and issued By the Board of Directors of Archana Software Limited	Applicable w.e.f 22nd march 2019 Version.1.2
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