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	<b>SEXUAL HARASSMENT POLICY</b>	<b>Date</b>	<b>September 2024</b>
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POLICY FOR THE PROHIBITION, PREVENTION, AND REDRESSAL OF  
**SEXUAL HARASSMENT OF WOMEN AT WORKPLACE**

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## 1. OVERVIEW

- a. Dusters Total Solutions Services Pvt. Ltd. ("DTSS"), is committed towards creating a healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company, have the right to be treated with dignity. Sexual harassment at the work place, or other than the work place, if involving employees, is a grave offence and is, therefore, punishable.
- b. This policy is made under the overall ambit of the DTSS Business Ethics Policy and Code of Conduct and as per the statutory requirements in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made there under.

## 2. OBJECTIVES

- a. This policy has been formulated to create and maintain a safe and healthy working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. Employees at DTSS are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive.
- b. To articulate the guidelines on sexual harassment and to provide a mechanism for the prevention and redressal of complaints of sexual harassment.
- c. To assist individuals who believe that they have been subjected to such behavior with appropriate support and remedial action.

## 3. SCOPE AND APPLICABILITY

- a. This policy is applicable to all the employees of DTSS regardless of the position, including those on contract with the Company.
- b. The policy will remain applicable wherever such persons have occasion to interact with each other including for example, in vehicles, third party premises, off site meetings and public venues.
- c. Sexual Harassment is unlawful irrespective of who is involved in the behaviour.

## 4. DEFINITIONS

- a. **Act:** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- b. **Aggrieved woman:** means in relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- c. **Internal Committee:** means an Internal Committee constituted under Section 4 of the Act.

- d. **Respondent:** means a person against whom the aggrieved woman has made complaint under Section 9 of the Act.
- e. **Workplace:** "Workplace" includes - registered office, corporate office and its annexes, administrative office, regional offices, branch and area offices. It also includes 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.
- f. **Employer:** Employer refers to Security and Intelligence Services (India) Limited and its subsidiaries and joint ventures ("DTSS").
- g. **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;

Definitions of other terms will be as defined in the Act.

## 5. WHAT IS SEXUAL HARASSMENT?

- a. Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
  - 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 nonverbal conduct of sexual nature.
- b. The 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; or
  - ii. implied or explicit threat of detrimental treatment in their employment; or
  - iii. implied or explicit threat about their present or future employment status; or
  - iv. interference with their work or creating an intimidating, hostile or offensive work environment; or
  - v. humiliating treatment that is likely to affect health and safety.
- c. In addition to the instances mentioned hereinabove, any other acts or behavior, which outrages the modesty of a female employee, will be considered as sexual harassment.

## 6. INTERNAL COMMITTEE

The Company has formed an Internal Committee which will manage the process of enquiry and appropriate settlement of sexual harassment complaints in accordance with the provisions of the Act. The name, designation and contact details of the members of the committee are in Annexure-A.

## 7. COMPLAINT REDRESSAL MECHANISM

- a. Any aggrieved woman may make, in writing or by email, a complaint of sexual harassment at workplace to the Internal Committee 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.
- b. The written complaint should contain the following information;
  - i. name of the alleged offender including designation and contact numbers;
  - ii. date, time and location of the alleged incident of harassment;
  - iii. detailed description of the incident in question as well as other relevant circumstances;
  - iv. names and addresses of witnesses and physical and/or documentary proof, if any, that supports the allegation including other potential complaints, if any.

The complaint letter should be signed and dated and no anonymous complaints shall be accepted.

- c. The Presiding officer or the member of Internal Committee shall render all reasonable assistance to the aggrieved woman for making the complaint in writing.
- d. The Internal Committee may extend the time limit to file a complaint, if it is satisfied that the circumstances were such which prevented the woman from filing the complaint within the said period.
- e. Where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filled by-
  - i. her relative or friend; or
  - ii. a co-worker; or
  - iii. an officer of the National Commission for Women or State Women's Commission; or
  - iv. any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- f. Where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filled by-
  - i. a relative or friend; or
  - ii. a special educator; or
  - iii. a qualified psychiatrist or psychologist; or
  - iv. the guardian or authority under whose care she is receiving treatment or care;
  - v. any person who has knowledge of the incident jointly with any of the above.
- g. Where the aggrieved woman 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 her written consent.
- h. Where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.
- i. The Internal Committee may, before initiating an inquiry, and at the request of the aggrieved woman, take steps to settle the matter between aggrieved woman and the respondent through conciliation.
  - i. the Internal Committee shall ensure that no monetary settlement shall be made as a basis of conciliation,

- ii. where a settlement has been arrived through conciliation, the Internal Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.
  - iii. where a settlement has been arrived through conciliation the Internal Committee shall provide the copies of the settlement to the aggrieved woman and the respondent.
  - iv. where, a settlement is arrived as mentioned hereinabove, no further enquiry shall be conducted by the Internal Committee
- j. On receipt of a complaint, the Internal Committee shall send a copy of the complaint to the Respondent within seven working days.
  - k. The Respondent shall file his reply to the complaint within ten working days of receipt of the complaint along with list of documents, names and addresses of witnesses, if any.
  - l. The committee shall either hold a meeting in person with the Complainant or hold a Tele/ Video conference, if located far away, within seven working days of the receipt of the complaint, but not later than ten working days in any case.
  - m. The Internal Committee shall make inquiries into the complaint in accordance with the principle of natural justice.
  - n. The Internal Committee has the right to terminate the enquiry proceedings or to give an ex-parte decision on the complaint by giving fifteen days advance notice in writing, if the respondent or complainant remains absent for three consecutive hearings, without sufficient cause.
  - o. Parties are not allowed to bring any legal practitioner to represent them in their case at any stage of the proceeding before the Internal Committee.
  - p. For conducting the enquiry, the quorum of the Internal Committee shall be of three members including the Presiding Officer.
  - q. The Committee should complete its investigation within a period ninety days.
  - r. The Internal 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; and
    - iii. any other prescribed matter.

## **8. RELIEF AVAILABLE TO THE COMPLAINANT DURING THE PENDENCY OF INQUIRY**

During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee may recommend to the employer to-

- a. transfer the aggrieved woman or the respondent any other work place; or
- b. grant leave to the aggrieved woman up to a period three months; or
- c. grant such other relief to the aggrieved woman as may be prescribed under the Act or Rules made thereunder; or
- d. provide counseling aid to the aggrieved women at no cost to her; or

- e. restrain the respondent from reporting the work performance of the aggrieved woman or writing her confidential report and assign the same to other officer.

The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

## **9. ACTIONS TO BE TAKEN**

- a. The Committee shall on completion of the enquiry provide a report of its findings within ten days from the date of completion of the enquiry and such report shall be made available to the concerned parties.
- b. If the allegation against the respondent has not been proved, the Committee may recommend to the employer that no action needs to be taken in the matter.
- c. If the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to:
  - i. Take action for sexual harassment as a misconduct.
  - ii. To direct the Respondent to tender a written apology to the complainant, issue a warning to the Respondent, withholding of promotions / increments of the Respondent, terminating the employment of the Respondent.
  - iii. 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 woman or to her legal heirs, as it may determine.
- d. For the purpose of determining the sums to be paid to the aggrieved woman, the Internal Committee shall have regards to the following:
  - i. the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
  - ii. the loss in career opportunity due to the incident of sexual harassment
  - iii. medical expenses incurred by the victim for physical or psychiatric treatment.
  - iv. the income and financial status of the respondent.
  - v. feasibility of such payment in lump sum or in installments.
- e. Such action will be taken within 60 days of the receipt of report,

## **10. PUNISHMENT FOR FALSE COMPLAINTS/ ALLEGATIONS**

- a. Where the Committee arrives at a conclusion that the allegation against the respondent is false or malicious or the aggrieved woman or other person making the complaint has made a complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced forged or misleading documents and/or evidence, such actions will be construed as misconduct and will be liable for disciplinary action including termination of services.
- b. Where the Committee arrives at a conclusion that, during the inquiry, the witness has given false evidence and produced any forged or misleading document, such actions will be construed as a misconduct and will be liable for disciplinary action against the witness including termination of services.

## 11. CONFIDENTIALITY

It shall be the duty of all the persons involved in the inquiry process to ensure that all the information like contents of the complaints, identity and address of the aggrieved woman, respondent and witness, any information relating to conciliation and inquiry proceedings, recommendation of the Committee, and actions taken by the employer should be kept confidential. Any breach of this can invite disciplinary action before, during or after the inquiry.

## 12. AMENDMENT

The 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, and any such alterations or amendment or rescinding will be intimated to the employees.

## 13. ANNUAL REPORT

The Internal Committee shall prepare an Annual Report as per the Act comprising the following details:-

- Number of complaints of sexual harassment received in the year;
- Number of complaints disposed of during the year;
- Number of cases pending for more than ninety days;
- Number of workshops or awareness programs against sexual harassment carried out;
- Nature of action taken by the employer.

### ANNEXURE – A

#### Composition of Internal Committee

IC Core Committee						
Entity	IC Presiding Officer	Core Committee Member 1	Core Committee Member 2	Core Committee Member 3	External Member	Posh Governance
DTSS	Pragati Bakshi	Ashmi Jacintha	Shweta Halder	Divya G	Nalini Nagaraja	Shoba Saji / Rekha Prosper



**\*Ms. Rekha Prosper shall be the Presiding Officer of the Internal Committee**

Criteria for composition of the committee:

- A senior level woman employee
- At least 2 members from amongst the employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- One member from NGO committed to the cause of women or a person familiar with the issues relating to sexual harassment
- At least half shall be women

Employee Relationship Managers (EROs)				
Entity	NORTH	EAST	WEST	SOUTH
DTSS	Neeraj Gupta	Shilpi Singh	Sharad Parab	Vijaya Prabhu

**Responsibilities of Employee Relationship Managers**

**What will the ERO do?**

Responsible to receive employee complaints in a written format and forward to the IC Team.  
 Responsible for collecting primary evidences and witnesses in case of complaint.  
 Demonstrate commitment for zero tolerance for sexual harassment so that employees clearly understand that there will be strict action for sexual harassment in their workplace.  
 Sharing awareness about any modification in sexual harassment policies.

Responsible for ensuring harmonious work environment by liaising between employees and the Central IC team.  
 Report all cases "As Is" to the IC team.  
 Ensuring that every employee is aware of the policy and has signed declaration.  
 The ERO will maintain complete confidentiality of complaints.

### **What will the ERO NOT do?**

The ERO shall not influence the complainant  
 The ERO will not conduct full-fledged investigation.  
 The ERO will not approach any police station or any other legal body, unless instructed to do so.  
 The ERO will not share any information to anyone, except to the right authorities.  
 The ERO will not talk to the alleged.

**ERO is not the final authority to handle any complaints and make any decisions.**

### **Every employer shall—**

- provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under subsection (1) of section 4;
- organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed;
- provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- monitor the timely submission of reports by the Internal Committee.

### **Manner of organizing workshops:**

Formulate and widely disseminate the internal policy for prohibition, prevention, and redressal of sexual harassment at the workplace  
 Carry out orientation programs and seminars for the members of the internal committee  
 Carry out employees' awareness programs and create forums for dialogue  
 Conduct capacity building and skill building programs for the members of the internal committee  
 Declare the names and contact details of all the members of the internal committee

Use modules developed by the State Government to conduct workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act



**Place: Bangalore**

**Dated: September 2024**

**Shoba Saji**

**Senior Vice President - Human Resources**