

1.1.1 Purpose:

This policy provides the guidelines for conduct to be followed by all employees of FSTC and the procedure for dealing with complaint(s) by female employees regarding sexual harassment.

The policy is in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any amendments to the Act will be automatically applicable. It is the duty of the Management and all responsible persons who represents the Management to prevent sexual harassment in the workplace and to provide a mechanism for resolution of such complaints.

1.1.2 Applicability:

This policy applies to all persons employed by FSTC for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, 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.

1.1.3 Definition:

“Sexual Harassment”, includes but is not be limited to any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- Misuse of official position or powers to solicit sexual favours.
- Physical contact and advances in circumstances which result in a hostile work environment or discrimination or denial of service progression or benefits.
- Discriminating against an employee because such employee resists sexual advances.
- Unwelcome demand or request for sexual favours.
- Sexually coloured remarks.
- Display of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threats about her present or future employment status.
- Interference with her work or creating an intimidating / hostile / offensive work environment.
- Humiliating treatment likely to affect the employee’s mental, physical and emotional health or safety.
- Compel the employee to tolerate any one or more of the unwelcome acts or behaviour specified under above or requiring submission to such conduct as the basis for employment decisions.
- “Aggrieved woman” shall mean in relation to the 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.
- The term “Workplace” shall mean any place visited by the employee arising out of or during the course of employment including transportation provided by the Company for undertaking such journey, as well as any Company-sponsored / organized on-site, training programmes / trips / tours / events / seminars / meetings / conferences, including but not limited to overseas

programmes and trainings, and to any place visited by the employee as an employee of the Company during his/her tenure with the Company.

1.1.4 Guidelines:

- i. Employees should ensure that their comments and conduct are, at all times, professionally acceptable, appropriate and, if of a personal nature, welcome. In case of uncertainty, feedback should be sought from the other employee as to whether what they are saying or doing is welcome or from HR as to whether what they are saying or doing might be perceived as unwelcome.
- ii. Employees are expected to attend and complete in a timely manner, all Anti-Sexual Harassment awareness sessions and trainings provided by the Company.
- iii. The Company shall display at conspicuous places in the workplace the penal consequences of sexual harassment as well as the avenues of redressal available including the constitution of the Internal Complaints Committee.
- iv. Any female employee having grievances / complaints of being sexually harassed during the course of employment has the right to make a confidential complaint to the Internal Complaints Committee set up under this policy and all such complaints will be treated with confidentiality and empathy and will be duly investigated and acted upon if found to be true.

1.1.5 Constitution of Internal Complaints Committee:

- i. An Internal Complaints Committee will be comprised of total four members and it will be headed by a presiding officer who shall be a woman employee at the senior level position or above. In regions where senior level woman employee is not available, the presiding officer shall be nominated from other offices or administrative units of the workplace.
- ii. Two members shall be from amongst the employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. One member from non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- iv. At least one half of the total Members so nominated should be women.
- v. The Internal Complaints Committee will normally remain operational for a period of three years and will be reformulated at the end of third year. Any vacant positions which arise during the term of the Committee will be promptly filled.
- vi. The Names, addresses, designation, telephone numbers of the Committee members will be published as and when the change takes place.

1.1.6 Functioning of the Internal Complaints Committee:

- i. The aggrieved employee (herein referred to as the 'Complainant') should make a written complaint to any of the members of the Internal Complaints Committee.
- ii. If the aggrieved employee is unable to make a complaint on account of her physical or mental incapacity or death, her legal heir or such other person as may be prescribed may make a complaint.
- iii. Complaint may be filed by a relative or friend or a co-worker or an officer of the National Commission for Women or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.



- iv. Complaint should be filed within a period of three months from the date of the last incident. If the aggrieved woman was unable to file a complaint the Committee may extend the time limit, not exceeding three months, if it is satisfied that the circumstances were such that prevented the woman from filing the complaint.

1.1.7 Conciliation Procedure:

- i. The Committee members before initiating an enquiry may, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- ii. Copies of settlement are to be provided to the aggrieved woman and the respondent in person and shall be acknowledged.
- iii. Where a settlement has been arrived at, no further inquiry shall be conducted.

1.1.8 Investigation Procedure:

- i. During pendency of an enquiry, the Committee members, on the written request of complainant, may recommend transferring the aggrieved woman or respondent to other workplace or grant paid leave up to 3 months.
- ii. The enquiry shall be completed within a period of 90 days from the date of the submission of the complaint and the ICC will provide a report of its findings to the Company within 10 days of the date of completion of the enquiry.
- iii. The outcome of the investigation and findings / observations of the Committee will be appropriately conveyed to the complainant.
- iv. On prima facie establishment of the case, the Management will take the disciplinary action by following the due process under the law. The Company shall act upon the recommendation of the Committee within 60 days of its receipt.
- v. The parties are not allowed to bring any legal practitioner to represent them.
- vi. In case not satisfied with the result, the person held guilty can make an appeal to HR Head or CEO within a period of seven days.
- vii. It is the duty of the ICC to ensure that all complaints lodged by female employees under this Policy are kept strictly confidential and information is shared only on a need-to-know basis. The contents of the complaint, the identity / addresses of the aggrieved employee, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the ICC and any action taken by the Company will be kept confidential and will not be published or communicated internally or externally.
- viii. The Committee will make an annual report of the complaints received and action taken in regard to the same and the same will be presented to the CEO and Board of Directors.
- ix. If requested by the aggrieved employee, the Company will assist the employee in filing a police complaint.
- x. If the allegation of harassment is by a female employee against an outsider (including vendors and clients), the ICC will actively assist and provide all its resources to the employee in pursuing the complaint and protecting the safety of the employee at the workplace.
- xi. In case settlement is not arrived through conciliation, the Committee members will proceed with the enquiry in accordance with the domestic enquiry rules.



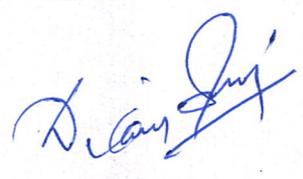
- xii. The merits of the case will be tested by the Committee by carrying out a detailed investigation into the complaint by following the principles of natural justice.

1.1.9 Protection against Retaliation and Victimization:

- i. In the event the accused in a complaint is the complainant's supervisor / superior, the Company shall, during the pendency of the complaint, ensure that the reporting relationship is suspended, and that the complainant is not subject to appraisal by the counter party.
- ii. The Company shall strictly prohibit any sort of retaliation against the complainant or any witnesses. Any act of reprisal, including internal interference, coercion and restraint, by the accused, whether directly or indirectly, will render the accused liable to appropriate action against the accused by the ICC.

1.1.10 Report in "Bad Faith":

- i. If a report is made in "bad faith" – for instance, if a false or malicious or misleading report is made or false / forged information/evidence is provided in an investigation proceeding in a deliberate effort to get someone in trouble (as opposed to an honest mistake) – the employee committing such acts may be subject to disciplinary consequences including separation. Failure to prove a claim of sexual harassment does not constitute proof of a false and / or malicious accusation.
- ii. During the proceedings of the Internal Complaints Committee if the allegations against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or has produced any misleading documents, action will be taken against the woman or the person who has made the complaint.
- iii. If any person files a false complaint or any witness has given false evidence or produced any forged or misleading document, action will be taken by the Company.

		
HEAD - HR	CEO	Director