

KANKNARRAH COMPANY LIMITED

An ISO 9001:2015, 14001:2015 & OHSAS 18001:2007 Certified Company

Anti-Sexual Harassment Policy

KANKNARRAH COMPANY LIMITED (KCL)

1. Introduction:

KCL believes that every Employee should have the opportunity to work in an environment free from any conduct which can be considered as sexual harassment. Sexual Harassment infringes the fundamental right of a woman to gender equality under Article 14 and 15 of the Constitution of India and her right to life and live life with dignity under Article 21 of the Constitution of India which includes right to safe environment free from sexual harassment. The Government of India enacted The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") which was published In Gazette of India on 22nd April 2013 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules") which was published in Gazette of India on 09th December, 2013.

2. Objective:

- i) To fulfil the directive of the Indian Law including POSH Act [Sexual Harassment of Women at the workplace (Prevention, Prohibition & Redressal) Act, 2013], enjoining everybody to develop and implement policy to prohibit sexual harassment of women at the workplace.
- ii) To uphold employees' right to protection against sexual harassment and the right to livelihood, and towards that end, the prevention and redressal of any kind of harassment including sexual harassment.

3. Scope:

The Policy intends to ensure that no woman Employee is subjected to sexual harassment and it is applicable to all Employees of KCL. "Employee" for the purpose of the policy means any person on the rolls of KCL, including those on deputation, contract, temporary, part time or working as consultant, even though they may not be employees for any reason.

Where Sexual Harassment occurs against any female Employee as a result of an act by a third party or outsider while on official duty, KCL will take all necessary and reasonable steps as per the applicable rules and regulations, to initiate action at the workplace against that third party or outsider offender. This Policy shall be applicable to any allegation of Sexual Harassment at KCL premises including any place visited by an Employee arising out of or during the course of employment.

4. Definitions:

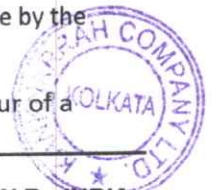
- a) "Aggrieved Woman" means any female Employee of KCL or any woman who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
- b) "Committee(s)" means committee(s) formed by KCL for redressal of complaints of Sexual Harassment in accordance with the procedure laid down in this policy.
- c) "Respondent" means the person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman.
- d) "Sexual harassment" means and Includes any one or more of the following unwelcome behaviour of a

Registered Office: 29/1, Stephen House (2nd Floor), 4, B. B. D. Bagh (East), Kolkata - 700 001, W.B., INDIA

CIN: L65110WB1900PLC000461 GSTIN: 19AABCK3983C1ZI

Phone : (033) 4602 1050/1051, Fax : (033) 2248 9063

E-mail : kankjute@rediffmail.com, Website : www.kankjute.in





KANKNARRAH COMPANY LIMITED

An ISO 9001:2015, 14001:2015 & OHSAS 18001:2007 Certified Company

male employee towards a female employee (whether directly or by implication) as:

- ✓ Physical contact and advances;
- ✓ demand or request for sexual favours;
- ✓ sexually coloured remarks;
- ✓ showing pornography;
- ✓ any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

e) **"Circumstances of Sexual Harassment"** means the following circumstances, among other circumstances if it occurs or is present in relation to or is connected with any act or behavior of sexual harassment that may amount to sexual harassment:-

- i) Implied or explicit promise of preferential treatment to a woman employee in her employment;
- ii) Implied or explicit threat of detrimental treatment to a woman employee in her employment;
- iii) Implied or explicit threat to a woman employee about her present or future employment status;
- iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her;
- v) humiliating treatment likely to affect her health or safety

5. Process for dealing with incidents of sexual harassment:

- All female employees who believe that they have experienced or witnessed harassment are strongly urged to notify the Internal Complaints Committee headed by Mr. Sandeep Bose – General Manager - Personal & Administrator, Mr. Giriraj Daga – Director and Mrs. Shreya Gangwat - Director.
- Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the 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.
- Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.
- Provided further that the Committee 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 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.
- The Committee may, before initiating an inquiry and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation as per the provisions of the Act. Provided that no monetary settlement shall be made as a basis of conciliation.



Registered Office: 29/1, Stephen House (2nd Floor), 4, B. B. D. Bagh (East), Kolkata - 700 001, W.B., INDIA

CIN: L65110WB1900PLC000461 GSTIN: 19AABCK3983C1ZI

Phone : (033) 4602 1050/1051, Fax : (033) 2248 9063

E-mail : kankjute@rediffmail.com, Website : www.kankjute.in



KANKNARRAH COMPANY LIMITED

An ISO 9001:2015, 14001:2015 & OHSAS 18001:2007 Certified Company

- On receipt of such a complaint, the Committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion in protecting the dignity of the affected employee. During the enquiry procedure the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The employee or employees, who have allegedly committed the offence, would be given all reasonable opportunity to be heard by the Committee. The Committee should complete the inquiry process within a period of three months (90 days).
- During pendency of an Inquiry, the Committee, shall at the written request of the Aggrieved Woman may recommend to the employer to transfer the aggrieved woman or respondent to any other workplace or grant leave to the aggrieved woman upto period of three months or grant such other relief to the aggrieved woman as may prescribed. (The leave granted to the aggrieved woman in this regard, shall be in addition to the leave she would be otherwise be entitled to)
- The redressal procedure shall be as per the procedure prescribed under the Act and the Rules.
- A copy of the full enquiry report along with all the annexures of the Complaint post completion of investigation process shall be made available by the Committee to the Employer, within a period of 10 days from the date of completion of the enquiry.
- A copy of the report shall be provided to the Aggrieved Woman and the Respondent respectively. It must be ensured that the identity of the witnesses is kept strictly confidential.
- At any stage after filing of a complaint and before any enquiry in respect of it under this Act has been commenced by the Committee, the aggrieved woman shall have the right to withdraw the complaint.

6. Penalties to Respondent:

If the sexual harassment complaint is proved prima-facie right to the Committee based on the material and/or witness verified by them, then the Committee will recommend to the Board of Directors of KCL for the punishment to the Respondent in terms of:

- Warning in writing to the respondent
- written apology by the respondent, reprimand or censure, withholding of promotion, withholding of pay rise or increments, or undergoing a counselling session or carrying out community service
- Immediate suspension from services
- Immediate termination from service
- Deduct, from the salary/ wages of the respondent as may be deemed appropriate, to be paid as compensation to the aggrieved woman, however, such deduction should be in accordance with other laws being in force
- May immediately refer the case based on the gravity and merits of the case, to the local police/judiciary



Registered Office: 29/1, Stephen House (2nd Floor), 4, B. B. D. Bagh (East), Kolkata - 700 001, W.B., INDIA

CIN: L65110WB1900PLC000461 GSTIN: 19AABCK3983C1Z1

Phone : (033) 4602 1050/1051, Fax : (033) 2248 9063

E-mail : kankjute@rediffmail.com, Website : www.kankjute.in



KANKNARRAH COMPANY LIMITED

An ISO 9001:2015, 14001:2015 & OHSAS 18001:2007 Certified Company

7. Punishment for false complaints:

Where the Committee arrives at a conclusion that the allegation against the Respondent is either malicious or false, appropriate action may be taken by the Board of Directors of KCL on recommendations of the Committee as per the provision of the Act and the Rules.

8. Confidentiality:

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 Committee and the action taken by KCL shall not be published, communicated or made known to the public, press and proceedings media in any manner.

9. Implementation

The provisions of this policy are in accordance with the Act. The provisions of the Act shall be in addition and to and not in derogation of the provisions of any Indian law in force from time to time.

10. Modifications and Review of the Policy:

The Committee reserves the right to modify and/or review the provisions of this Policy, so as to comply with applicable legal requirements, Internal policies, or with a view to align/alter the provisions of the policy to the extent deemed necessary by Committee from time to time.



Registered Office: 29/1, Stephen House (2nd Floor), 4, B. B. D. Bagh (East), Kolkata - 700 001, W.B., INDIA

CIN: L65110WB1900PLC000461 GSTIN: 19AABCK3983C1Z1

Phone : (033) 4602 1050/1051, Fax : (033) 2248 9063

E-mail : kankjute@rediffmail.com, Website : www.kankjute.in