



Policy on Prevention of Sexual Harassment at Work Place

1. Preamble:-

Alliance Integrated Metaliks Limited is committed to providing a safe and productive work environment, an environment that promotes the confidence to work, to innovate and to perform without fear of any type of harassment. Sexual harassment at workplace violates a person's sense of dignity, is against the fundamental rights and basic human rights. It is also contrary to our policy on Equal Employment. It is therefore our duty, as a responsible Organisation, to prevent and deter such harassment by taking all steps required. This also complies with the Supreme Court directive to employers to have such a policy supported by appropriate grievance redressal mechanism. Alliance Integrated Metaliks Limited is committed to providing a work environment that is professional and mature, free from animosity and one that reinforces our value of integrity that includes respect for the individual.

2. Purpose: -

Every employee has the right to work in an environment free from Sexual harassment, intimidating or offensive behaviour and in which issues of sexual harassment will be resolved without fear of reprisal. Sexual Harassment of employees may include, but is not limited to, physical contact; written and oral remarks, gossip, jokes and sexual banter, defamatory or offensive language and comments; and bullying, where persons abuse through insulting, intimidating or malicious sexual behaviour.

3. Scope and Effective Date :-

This policy applies to all employees of Alliance Integrated Metaliks Limited, irrespective of their place of posting, and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

4. Policy :-

Alliance Integrated Metaliks Limited has zero-tolerance for sexual harassment and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

The company believes that all employees have the right to be treated with dignity. Sexual harassment will not be permitted or condoned within company whether it is based on a person's race, colour, ethnic, regional, or national origin, age, gender, real or suspected sexual orientation, religion or perceived religious affiliation, disability, or other personal characteristic. Sexual harassment whether physical, verbal, written, graphic, emotional or through gestures intentionally or not, that offend the dignity and morality of a person by fellow employees, supervisors, customers and/ or suppliers will invite serious disciplinary action. The use of Company property, including email, bulletin boards or documents as a vehicle for sexual harassment is prohibited.

5. Responsibility:-

Managers are expected to take the necessary steps to ensure that employees have the right to work in an environment free from sexual harassment intimidating or offensive behaviour. Toward that end, managers and supervisors shall consider fully all complaints directed to their attention, maintain confidentiality to the fullest extent possible, while resolving the complaint, and disclose all reports of sexual harassment to the designated and appropriate internal resources such as the Human Resources Representative. Management shall ensure that all investigations are conducted by the designated resource to ensure that prompt corrective action is taken where appropriate. All employees are expected to take personal responsibility for upholding company's standards by treating with dignity and respect, all job applicants, fellow employees, customers, contract and temporary personnel, including apprentices, trainees and any other individuals associated with company. Complaints can be made either to the employee's immediate manager or supervisor, or the Human Resources Representative.

6. Sexual Harassment Definition:-

In addition to the above, in conformity with the directive of the Supreme Court of India, Committees have been constituted against sexual harassment of women in the working place. Sexual Harassment has been defined by the Supreme Court to include such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact or advances;
- Demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography; writing sexually loaded letters/emails/SMS/ MMS.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature which offends the sensitivities of the individual.
- Where the victim has reasonable grounds to believe that his/her objection to such unwelcome behaviour would disadvantage him/her in connection with his/her work including recruitment/employment or allotment of work, promotion or evaluation of his/her engagement in any company activity including off-duty, unwelcome conduct of a sexual nature that affects the work environment.
- Where any such act(s) create an intimidating/hostile/offensive work environment and/or affect the persons work performance.

7. Internal Complaints Committees:-

The Committee constituted to investigate complaints of sexual harassment at the workplace is as under:

Mr. Rajiv Vasisht- Plant Head
Mr. Rajesh Kumar- HR Head
Mr. Mandeep Singh- Production Head
Ms. Ashvinder Kaur- Asst. Manager- Marketing
Mrs. Jaspreet Kaur- HR Assistant
Mrs. Manpreet Kaur- Computer Operator

Note - (1) At least 50% of the total members to be women. (2) The Committee will be headed by the senior female employee. (3) The Committee members for each Region may be revised from time to time, as per Management discretion.

In the event, any female employee of the Company is sexually harassed by a male employee within the meaning of sexual harassment as defined by the Supreme Court (refer # 6 above), she may make a written complaint, giving the details of such harassment to any of the

members of the concerned Regional Committee within one month from the date of the incident. The concerned Committee will investigate the matter and recommend appropriate action to the Management within a period of one month from the date of receipt of the complaint.

8. Enquiry to be completed within one month:-

Notwithstanding anything contained in any law for the time being in force an enquiry under this policy shall be completed, including the submission of the Enquiry Report, within a period of one month from the date on which the enquiry is commenced.

9. Findings and Directions:

On the completion of an enquiry as above, the Complaints Committee shall submit their enquiry report to HEAD-HR, with recommendations.

10. Action to Be Taken After Enquiry:

The internal complaint committee shall be deemed to be the inquiring authority appointed by the disciplinary or other competent authority for the purpose of inquiring into the complaints and the report of the Enquiry Committee shall be deemed to be an inquiry report.

11. Delay in Filing the Complaint:-

A complaint relating to sexual harassment shall ordinarily be referred within one month from the date of the alleged offence and the delay if any, in referring such complaint may be condoned by the Complaints committee provided that the complainant submits sufficient cause for such delay and the complaints committee is satisfied with the reasons for the delay. Any perceived delay in filing a complaint under this Policy, by itself, shall not be a relevant factor in deciding the veracity of the complaint or in appreciating evidence presented.

12. Appeals, etc –

The provisions relating to appeals, revision and review as per the existing Acts, rules or regulations governing misconduct or offence as applicable to a workplace.

13. Confidentiality:-

(1) It shall be the duty of all the persons and authorities designated under this policy to ensure that all complaints lodged under this policy shall be confidential. After the initiation of an enquiry under this policy such confidentiality shall be continued so far as is possible. (2) The name of the aggrieved woman or the defendant nor their identity shall be revealed to the press / media or any other persons whilst reporting any proceedings, case, order or Judgment under this policy.

14. Employee Education/ Communication:-

All employees will be made aware of this policy by posting this policy on the company Notice Board. HEAD - HR will review the trend of the complaints received under this policy on a quarterly basis for necessary action.