

**MODULEX CONSTRUCTION TECHNOLOGIES LIMITED**  
**(Formerly known as Tumus Electric Corporation Limited)**

**POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

**1. INTRODUCTION:**

Our Company has always believed in equality and in providing safe working environment to all its employees. Through this policy, the company encourages all its employees to be responsible and to be intolerant towards any harassment that may occur at the workplace.

The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity.

The 'Policy on Prevention of Sexual Harassment of women at workplace' intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

**2. SCOPE:**

This policy applies to all categories of employees of the Company including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or at client sites.

The workplace includes:

1. All offices or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

**3. DEFINITIONS:**

1. **Sexual Harassment:** Sexual Harassment at the workplace includes:

- unwelcome sexual advances (verbal, written or physical),
- demand or request for sexual favours,
- any other type of sexually-oriented conduct,
- verbal abuse or 'joking' that is sex-oriented
- any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

2. **Aggrieved woman:** In relation to a 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 and includes contractual, temporary, visitors.
3. **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman.
4. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage 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 by any other such name.
5. **Employer:** A person responsible for management, supervision and control of the workplace.

#### **4. RESPONSIBILITIES OF THE COMPANY AS A WHOLE:**

Responsibility is not a one person thing and hence everyone at the Company is expected to act responsible towards any act of harassment. They must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated and all the complaints will be taken seriously.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

#### **5. REDRESSAL MECHANISM:**

The complainant needs to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint must be reduced in writing by the receiver of the complaint and signatures of the complainant must be obtained.

#### **6. INTERNAL COMPLAINTS COMMITTEE:**

The Company has constituted Internal Complaints Committee for redressal of sexual harassment complaint for ensuring time bound treatment of such complaints.

Initially, and till further notice, the Complaints Committee will comprise of such members as may be decided from Board from time to time.

#### **7. ROLES AND RESPONSIBILITIES OF THE COMMITTEE:**

The Complaints Committee shall be responsible for:

1. To take note of the complaints of sexual harassment at the workplace;
2. Investigating every formal written complaint of sexual harassment;

3. To inform the employer and coordinate with her/him in implementing appropriate action(s);
4. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment;
5. To maintain strict confidentiality throughout the process;
6. To submit reports annually on any case relating to harassment of women at workplace.
7. Discouraging and preventing employment - related sexual harassment

**8. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:**

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

**A. Informal Resolution Options**

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

**B. Complaints:**

1. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.
2. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint.

In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons and communicate the same to the complainant.

3. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, he / she will proceed to investigate the allegation with the assistance of the Complaints Committee.
4. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
5. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Executive Director as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Executive Director will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Formal apology
  - b. Counselling
  - c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
  - d. Change of work assignment / transfer for either the perpetrator or the victim.
  - e. Suspension or termination of services of the employee found guilty of the offence
6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## **9. CONFIDENTIALITY:**

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and the same must not be published or must not be made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

**10. ACCESS TO REPORTS AND DOCUMENTS:**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

**11. PROTECTION TO COMPLAINANT / VICTIM:**

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

**12. CONCLUSION:**

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment / discrimination and where every employee is treated with dignity and respect.

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