



SCOOBEE DAY GARMENTS (INDIA) LIMITED

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

COMMITMENT

Scoobee Day Garments (India) Limited is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The organization also believes that all employees have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. The Policy governed by the rules and regulations stipulated by the Government viz. the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed there under.

SCOPE

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the Company including all affiliated companies at their workplace or at client sites. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

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.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature. Sexual Harassment at the workplace includes:

1. Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
2. Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance.
3. Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy.

4. Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.
5. Conduct of such an act at work place or outside in relation to an employee, or vice versa during the course of employment; and
6. Any unwelcome gesture by an employee having sexual overtones

RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy.

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

COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of "Complaints Committee" has been created in the Company for time-bound redressal of the complaint made by the victim.

COMPLAINT REDRESSAL COMMITTEE- INTERNAL COMPLAINTS COMMITTEE:

A Committee constituted by the Board and Authorisation Committee to consider and redress complaints of sexual harassment. The committee shall contain a minimum of five members.

A quorum of three Members is required to be present for the proceedings to take place. The quorum shall include the presiding officer, at least two Members, one of whom shall be a lady.

REDRESSAL PROCESS:

Any Employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee or the Company Secretary of the company in writing with his/her signature within three months of occurrence of incident.

Provided that where such a complaint cannot be made in writing, presiding officer or any member of the Committee, who shall render all reasonable assistance to him/her for making the complaint in writing.

Provided further that the Committee may for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it satisfied that the circumstances were such which prevented him/her from filing a complaint within the said period.

1. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

2. The Committee will hold a meeting with the complainant within seven days of the receipt of the complaint, but no later than 10 days in any case.
3. At the first meeting, the Committee Members shall hear the complainant and record her/his allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady Employees involved and a male officer for male Employees, involved shall meet and record the statement.
4. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an enquiry shall be conducted and concluded.
5. In the event the complaint does not fall under the purview of sexual harassment or the complaint does not mean an offence of sexual harassment, the same would be dropped after recording the reasons thereof.
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7. In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Board.

COMPLAINT AND PROCEDURE:

1. Where the aggrieved person is unable to make a complaint on account of any capacity, a complaint may be filed by, the aggrieved person's relative or friend, co-worker, or any person who has a knowledge of the incident with the written consent of the aggrieved person.
2. Where the aggrieved person is unable to make a complaint on account of their mental capacity a complaint may be filed by, the aggrieved person's relative or friend, or a special educator, or guardian or authority under whose care a complainant is receiving treatment or care; or any person who has a knowledge of the incident jointly with the complainant's relative, or friend, a special educator, or a guardian or authority under whose care a complainant is receiving treatment or care.
3. Where the aggrieved person 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 the aggrieved person's written complaint.
4. Where the aggrieved person is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the aggrieved person's legal heir.

RESOLUTION PROCEDURE THROUGH CONCILIATION:

Once the complaint is received, before initiating the inquiry, the committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved woman.

No monetary settlement can be made as a basis of conciliation.

In case a settlement is arrived at, the committee records & reports the same to the employer for taking appropriate action. Resolution through conciliation is to happen within 2 weeks of receipt of complaint.

The committee shall provide copies of the settlement to complainant & respondent. Where settlement is arrived at, no further enquiry is to be conducted by the committee.

OTHER POINTS:

The Board shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this Policy.

The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to human resources department.

The Company shall also ensure inclusion of a statement in the Report by its Board stating that the Company has complied with the provisions relating to the constitution of the Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

In the event the Committee finds the degree of offence coverable under the Indian Penal Code then this fact shall be mentioned in its report and appropriate action shall be initiated by the Board for making a police complaint.

Interim relief

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

- Transfer the complainant or the respondent to any other workplace
- Grant leave to the aggrieved woman of maximum 3 months, in addition to the leave she would be otherwise entitled
- Prevent the respondent from assessing complainant's work performance
- Grant such other relief as may be appropriate

Once the recommendations of interim relief are implemented, the same is informed to the committee.

Prohibition of publication or making known contents of complaint and inquiry proceedings:

All proceedings are to be confidential and may not be published and the committee may take appropriate disciplinary action, if the same is violated.

PROTECTION TO COMPLAINANT

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 and / or produces any forged or misleading document) will be subject to applicable disciplinary action

APPEAL

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act, within 90 days of the recommendations being communicated.

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.

DRAFT COMPLAINT FORM

Date

The Presiding Officer
Scoobee Day Garments (India) Limited
Kizhakkambalam (p.o)
Aluva,Ernakulam
Kerala - 683 562

Name of Complainant -

Employee Code -

Department -

Brief Description of the Complaint -

I hereby state that whatever has been mentioned herein above is true to the best of my knowledge, I am making this complaint without any malice/bias.

(Signature of the Complainant)