

POLICY ON PREVENTION OF SEXUAL HARRASSMENT OF EMPLOYEES

Introduction

MSK ENGINEERING AND CONSTRUCTION LTD, (MECL), is an equivalent business opportunity organization and is focused on making a solid workplace that empowers representatives to work without dread of partiality, sex predisposition and lewd behavior. The Company likewise trusts that all workers of the Company, have the privilege to be treated with poise. Lewd behavior at the work put or other than work put if including representatives is a grave offense and is, in this way, culpable.

The Supreme Court has additionally guided organizations to set down rules and a gathering for redressal of grievances identified with inappropriate behavior.

Extension and Effective Date

This Policy stretches out to all representatives of the Company and is esteemed to be fused in the administration states of all workers and becomes effective quickly.

Inappropriate behavior would mean and incorporate any of the accompanying:

- i) unwelcome lewd gestures, demands or interest for sexual favors, either unequivocally or verifiably, as a byproduct of work, advancement, examination or assessment of a man towards any organization action;
- ii) unwelcome lewd gestures including verbal, non-verbal, or physical lead, for example, sexually shaded comments, jokes, letters, telephone calls, email, motions, appearing of erotic entertainment, shocking gazes, physical contact or attack, stalking, sounds, show of pictures, signs, verbal or non-verbal correspondence which irritates the people sensibilities and influence her/his execution;
- iii) eve prodding, allusions and insults, physical imprisonment without wanting to and liable to barge in on one's security;
- iv) act or direct by a man in specialist which makes nature at working environment unfriendly or threatening to a man having a place with the other sex;
- v) conduct of such a demonstration at work put or outside in connection to an Employee of MECL, or the other way around over the span of business; and
- vi) any unwelcome signal by a worker having sexual suggestions

"Representative" means any individual on the moves of the Company including those on delegation, contract, brief, low maintenance or functioning as specialists.

Grumbling Redressal Committee

A Committee has been constituted by the Management to consider and change grievances of Inappropriate behavior. The Chairman and Members of the Committee are as per the following:

Board

1. Ms. RAJIV Chairperson
2. Ms. SANJIB ROUTH Member
3. Mr. Rajesh Member

A majority of 2 individuals is required to be available for the procedures to occur. The majority should incorporate the Chairperson and one of whom might be a woman.

Redressal Process

Any representative who feels and is as a rule sexually pestered directly or by implication may submit

a protest of the affirmed episode to any individual from the Committee in composing with his/her

signature inside 7 days of event of episode.

The Committee will keep up an enroll to support the objection got by it and keep the substance secret, on the off chance that it is so wanted, but to utilize the same for circumspect examination. The Committee will hold a meeting with the Complainant inside five working days of the receipt of the protestation, however no later than seven days regardless.

At the initially meeting, the Committee individuals might hear the Complainant and record her/his assertions. The Complainant can likewise present any verifying material with a narrative evidence, oral or composed material, and so forth., to substantiate his/her protest. On the off chance that the Complainant does not wish to oust by and by because of shame of portrayal of occasion, a woman officer for woman workers included and a male officer for male representatives, included should meet and record the announcement.

From that point, the individual against whom objection is made might be required an affidavit before the Committee and an open door will be given to him/her to give a clarification, where after, an "Enquiry" should be directed and closed.

In the occasion, the objection does not fall under the domain of Sexual Harassment or the grumbling does not mean an offense of Sexual Harassment, the same would be dropped in the wake of recording the reasons thereof.

On the off chance that the objection is observed to be false, the Complainant might, if esteemed fit, be obligated for fitting disciplinary activity by the Management.

Enquiry Process

- i) The Committee might quickly continue with the Enquiry and impart the same to the Complainant and individual against whom protest is made.
- ii) The Committee might get ready and hand over the Statement of Allegation to the individual against whom protestation is made and give him/her a chance to present a composed clarification in the event that she/he so wants inside seven working days of receipt of the same.
- iii) The Complainant should be furnished with a duplicate of the composed clarification presented by the individual against whom protestation is made.
- iv) If the Complainant or the individual against whom dissension is made wants any witness/es to be called, they might impart in keeping in touch with the Committee the names of witness/es whom they propose to call.
- v) If the Complainant wants to delicate any archives by method for confirm before the Committee, he/she should supply unique duplicates of such reports. Thus, if the individual against whom grievance is made wants to delicate any reports in confirm before the Committee he/she might supply unique duplicates of such records. Both might append his/her mark on the separate records to confirm these to be unique duplicates.
- vi) The Committee might call upon all witnesses said by both the gatherings.
- vii) The Committee should give each sensible chance to the Complainant and to the individual against whom objection is made, for advancing and shielding their separate case.
- viii) The Committee should finish the "Enquiry" inside sensible period yet not past one month and impart its discoveries and its proposals for activity to the Head-HR. The report of the advisory group might be dealt with as an enquiry give an account of the premise of which a failing worker can be granted fitting discipline straightaway.
- ix) The Head – HR will coordinate proper activity as per the suggestion proposed by the Committee.
- x) The Committee might be represented by such standards as might be surrounded by the Supreme Court orders or some other enactment sanctioned later on.

Different Points to be considered

The Committee may prescribe to the Head – Corporate Affairs activity which may incorporate exchange or any of the other proper disciplinary activity.

The administration should give all vital help to the reason for guaranteeing full, successful and expedient usage of this strategy.

Where inappropriate behavior happens because of a demonstration or exclusion by any outsider or outcast, MECL might make all strides vital and sensible to help the influenced individual as far as help and preventive activity.

The Committee might investigate and set up provide details regarding all grievances of this nature toward the finish of the year for accommodation to Managing Director.

On the off chance that the Committee discover the level of offense coverable under the Indian Penal Code, at that point this reality should be specified in its report and suitable activity might be started by the Management, for making a Police Complaint.