



# Aurangabad Electricals Ltd.

## POLICY ON PREVENTION OF SEXUAL HARASSMENT OF EMPLOYEES

<b>Reference</b>	
<b>Date of Issue</b>	25 <sup>th</sup> Nov 2013
<b>Validity</b>	Till revision

### 1.0 OBJECTIVE

- 1.1 To define guideline process & authorities to prevent sexual harassment at work place by assuring every employee that the management takes a zero tolerance towards those indulging in any form of sexual misconduct

### 2.0 POLCY

- 2.1 AEL - is an equal employment opportunity organization. The company believes that all employees have the right to be treated with respect and dignity, by providing safe & secure working environment to all male & female employees.

### 3.0 SCOPE

- 3.1 This policy extends to all employees of the company and is incorporated in the service condition of employee with immediate effect.
- 3.2 Sexual harassment would mean any of the following
- (I) Unwelcome sexual advances involving verbal, non-verbal or physical conduct, such as sexual intended comment, letters, gestures, phone calls, emails showing of pornography, physical contacts or molestation.
  - (II) Request or demand for sexual favors in return of employment, promotions or for benefit of a person towards any company activity.
  - (III) Any act or conduct by a person which creates hostile environment for the other sex.

### 4.0 COMPLANT REDRESSAL COMMITTEE

- 4.1 The following committee has been constituted by the management to consider & redress complains of sexual harassment.
- (I) Plant head: - **Chair person**
  - (II) Operation Head:- **Member**
  - (III) Ethics councilor of the concern plant or an Outside female representative:- **Member**
  - (IV) One female employee working in the highest grade amongst female employee in the concerned plant on that particular calendar year :- **Member**
  - (V) Plant HR head:- **Member**

4.2 A quorum of at least 3 members is required for holding the meeting, out of whom one must be a female.

#### 5.0 REDRESSAL PROCESS

5.1 Any employee who feels and / or is been sexually harassed as per above scope (Clause 3.0) must submit a complaint of the alleged incident to any member of committee in writing with signature as soon as possible, preferably within 3 days of occurrence of the incidence.

5.2 Committee will maintain a register to record complain and will keep contents confidential except for the use of specific investigation.

5.3 Committee will hold meetings as soon as possible, preferably within 3 days of receipt of complain.

5.4 Under desire of the complainant a lady officer for lady employee or a male officer for male employee can record the statement & further enquiry can be conducted if the complaint falls under the purview of sexual harassment as per clause 3.0 of this policy.

#### 6.0 INQUIRY PROCESS

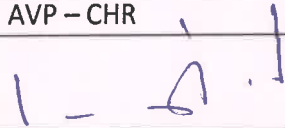
6.1 The committee shall handover the copy of the complaint to the person against whom the complaint is made and will ask him/her to submit a written explanation as soon as possible preferably within 3 working days of receipt of the same:

6.2 The complainant shall be provided with a copy of written explanation submitted by the person against whom complain is made and will provide opportunity to both for putting forward and defending their respective case.

6.3 The committee shall complete inquiry within one month and will communicate its finding to HR Head, on the basis of which HR head will take appropriate action.

6.4 The committee shall be govern by such rules formed by the supreme court for sexual harassment.

6.5 In case the committee finds the degree of offence coverable under the Indian penal code, then this fact shall be mentioned in its report by HR head and appropriate action shall be initiated by the management for immediate police complaint.

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