



## **POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH) OF WOMEN AT WORKPLACE**

### **1. INTRODUCTION:**

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

Our Company, Osiajee Textfab, treats everyone with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement; protect their privacy and do not tolerate any form of harassment or discrimination.

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. DEFINITION AND EXPLANATION:**

◆ **Sexual Harassment:** As per the ‘Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules’ Sexual Harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:-

- a) Physical contact and advances;
- b) Demand or request for sexual favour/ implied or expressed threat of reprisal, for refusing to comply with a sexual request;
- c) Sexually colored remarks;
- d) Display in workplace of graphic and sexually suggestive objects, pictures or graffiti;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- f) Reprisal or threat of reprisal against an individual for any action they take following this policy and its procedures.
- g) Any implied or expressed reward for complying with a sexually oriented advance or request.

The type of behavior described above and any such events which causes emotional trauma is unacceptable not only in the workplace, but also in other work-related settings, and not limited to, such as business trips or business-related social events.

The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the people but on the experience of the aggrieved woman.

### **Osiajee Textfab Limited**

**CIN: L17299GJ1995PLC024606**

**Registered Office Address:** Shop-2018/2019, Royal Ground Floor, SY-3/2885/B/2/B, Ambaji Market, Kamela Darwaja Ring Road, Surat, Gujarat- 395001. | **Corporate Office Address:** 1043- 1043, Bahadurpur Gate Road, Near Maurya Palace, Hoshiarpur- 146001, Punjab, India

**Contact No.** +91-90565-53253 | **E-Mail:** csosiajee.textfab@gmail.com | **Website:** www.osiajeehdl.com



- ◆ **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.
- ◆ **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman.
- ◆ **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 coworker, a contract worker, probationer, trainee, apprentice or by any other such name.
- ◆ **Workplace:** In addition to the place of work, it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Company, including transportation provided for undertaking such a journey.
- ◆ **Employer:** A person responsible for management, supervision and control of the workplace.

### **3. Roles & Responsibilities**

- ◆ **Responsibilities of Individual:** It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:
  - a. Refusing to participate in any activity which constitutes harassment
  - b. Supporting the person to reject unwelcome behavior
  - c. Acting as a witness if the person being harassed decides to lodge a complaintAll are encouraged to advise others of behavior that is unwelcome. Often, some behaviors are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behavior.
- ◆ **Responsibilities of Managing Director:** The Managing Director of the Company 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; that all complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

### **4. Non-applicability of Internal Complaint Committee**

Pursuant to provision of Section 6 of Chapter III of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Every District Officer shall constitute in the district concerned, a committee to be known as the Local Committee to receive complaints of sexual harassment from establishments where the Internal Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

## **Osiajee Texfab Limited**

**CIN: L17299GJ1995PLC024606**

**Registered Office Address:** Shop-2018/2019, Royal Ground Floor, SY-3/2885/B/2/B, Ambaji Market, Kamela Darwaja Ring Road, Surat, Gujarat- 395001. | **Corporate Office Address:** 1043- 1043, Bahadurpur Gate Road, Near Maurya Palace, Hoshiarpur- 146001, Punjab, India

**Contact No.** +91-90565-53253 | **E-Mail:** [csosiajee.textfab@gmail.com](mailto:csosiajee.textfab@gmail.com) | **Website:** [www.osiajeehdl.com](http://www.osiajeehdl.com)



Accordingly, the requirement to constitute an Internal Complaint Committee does not apply to our Company as the number of employees are less than 10.

The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Committee within a period of seven days. The jurisdiction of the Local Committee shall extend to the areas of the district where it is constituted.

#### **5. Complaint Mechanism:**

Whether or not a conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism, should be created in the Company for Redressal of the complaint made by the victim. Complaints related to sexual harassment can be can be emailed to [csosiajee.textfab@gmail.com](mailto:csosiajee.textfab@gmail.com) or be notified to the following authorized person directly:

Ms. Reema Saroya Managing Director	Ms. Vibha Jain Director
---------------------------------------	----------------------------

Complaints shall be made in writing either by an email or letter, within a period of three months, addressed to any one of the above said authorities, directly by the person facing harassment or a third party. The Complainant shall state the date(s) and location of the alleged incident of harassment, sexual harassment or abuse of authority. Name of witnesses and/or proof, which may corroborate the allegation, could also be included in the complaint Employee can also report in whistle blowing portal. Complaints should be made at the earliest and should state the facts and names of parties involved and witnesses, if any.

When a situation arises such that, neither the aggrieved women nor the legal heir/relatives/ other concerned notifies the complaint and the member suspect that sexual harassment of a very serious nature has occurred, they are authorized to take suo-moto cognizance of such happening and initiate inquiry.

#### **6. Redressal Process**

All inquiries and complaints will be conducted under the principles of natural justice, and as prescribed under the Act and rules framed thereunder. The members shall provide reasonable opportunity to the complainant and the defendant and shall endeavour to complete the entire investigation process and its findings within a maximum period of 30 days.

#### **7. Disciplinary Action**

Any act of sexual harassment of women employees is definitely unbecoming of an employee of the Company and amounts to misconduct. Appropriate disciplinary action would be initiated in such cases against the delinquent employee in accordance with the rules.

a) No employee of the Company shall indulge in any act of sexual harassment of any woman at her work place.

### **Osiajee Textfab Limited**

**CIN: L17299GJ1995PLC024606**

**Registered Office Address:** Shop-2018/2019, Royal Ground Floor, SY-3/2885/B/2/B, Ambaji Market, Kamela Darwaja Ring Road, Surat, Gujarat- 395001. | **Corporate Office Address:** 1043- 1043, Bahadurpur Gate Road, Near Maurya Palace, Hoshiarpur- 146001, Punjab, India

**Contact No.** +91-90565-53253 | **E-Mail:** [csosiajee.textfab@gmail.com](mailto:csosiajee.textfab@gmail.com) | **Website:** [www.osiajeehdl.com](http://www.osiajeehdl.com)



b) Every HOD/ (Head of Department)/ SUB Head/Branch Head who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

All Department employees, including but not limited to staff, supervisors, and senior officials, are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment.

#### **8. Confidentiality in Investigation**

All complaints shall be dealt with prompt and thorough investigation, and all information / names of employees disclosed in investigations shall remain strictly confidential to prevent any disadvantage to the complainant or the witnesses.

If the members determines that a case of sexual harassment has occurred, it will take remedial action commensurate with the offense. This action may include disciplinary action against the accused party, upto and including termination. Reasonable and necessary steps will also be taken to prevent any further incidents.

If an investigation confirms that harassment has occurred, corrective action will be taken, up to and including immediate termination of employment, as appropriate. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

Strict Adherence to the policy to its true letter and spirit is required. Any construction or interpretation of this Policy should be referred to the Legal Department.

#### **9. Awareness:**

Awareness of the rights provided to female employees in this regard should be created in particular by prominently notifying the policy framework and 'the Act' in a suitable manner.

#### **10. Notification:**

Attention in this connection is invited to the Code of Conduct and Standing Orders, wherever applicable, which provides that every employee shall at all times do nothing, which is unbecoming of an employee of the Company. Any act of sexual harassment of women employees is definitely unbecoming of an employee of the Company and amounts to misconduct. Appropriate disciplinary action should be initiated in such cases against the delinquent employee in accordance with the rules.

### **Osiajee Texfab Limited**

**CIN: L17299GJ1995PLC024606**

**Registered Office Address:** Shop-2018/2019, Royal Ground Floor, SY-3/2885/B/2/B, Ambaji Market, Kamela Darwaja Ring Road, Surat, Gujarat- 395001. | **Corporate Office Address:** 1043- 1043, Bahadurpur Gate Road, Near Maurya Palace, Hoshiarpur- 146001, Punjab, India

**Contact No.** +91-90565-53253 | **E-Mail:** csosiajee.texfab@gmail.com | **Website:** www.osiajeehdl.com