

ENDOTHERM	QUALITY SYSTEM MANUAL
DOC REFERENCE	DESCRIPTION
QSM-4.0-POSH	POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN (POSH)

POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN (POSH):

Endotherm Fluids believes in a positive work environment centered on its values and is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The policy aims at ensuring that all employees maintain appropriate standards of business and personal conduct with colleagues, clients and with the public at large. These policy guidelines will be subordinate to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules passed there under.

1. Introduction

Protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on 25 June 1993 by the Government of India. The objective of the POSH policy is to ensure

- Prevention of any unwelcome behavior, intentional or unintentional, that has sexual connotation (or of sexual nature).
- Promotion of a safe, happy, healthy and a congenial work atmosphere free from sexual harassment of any kind.
- Provision for an effective reporting and grievance redressal mechanism available for all employees of Endotherm Fluids without any distinction.

2. Scope

The Policy intends to ensure that no women employee is subjected to Sexual Harassment and it is applicable to all employees of Endotherm Fluids. Though the government mandates the POSH policy for women employees only, Endotherm Fluids POSH policy will apply to all employees across genders, creed, and races.

3. Definition

Sexual Harassment is any unwelcome sexually behavior or pattern of conduct that would cause discomfort and/or humiliate a person at whom the behavior was directed. The behavior includes but are not limited to the following:

- Unwelcome sexual advances including verbal, non-verbal and physical conduct (explicit or implicit).
- Physical contact and advances including touching, stalking, molestation, etc.

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- Demand or request for sexual favors (during or after office hours).
- Sexually colored remarks or sexual remarks about a person’s body or clothing.
- Unwelcome hand gestures and eve-teasing.
- Showing pornography and participation in indecent/sexual messages through any medium.
- Preferential treatment meted out to employees on sexual grounds.
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

4. Types of Sexual Harassment

(a) Indirect Sexual Harassment

- Creating an intimidating, hostile or offensive work environment.
- Unreasonably interfering with one’s work performance (like pornography in public places, foul language, or innuendos, etc.).
- This kind of sexual harassment need not be directed at a single person particularly.

(b) Direct Sexual Harassment

Sexual Harassment by a person in position of power or influence constitutes direct sexualharassment when:

- Submission by an individual is made either an explicit or implicit term or condition of employment.
- Submission or rejection of such conduct is used as a basis for employment decisions affecting the employee such as promotions, demotions, salary rises, etc.

5. Complaint Procedure

(i). The internal complaints committee (ICC)

The ICC is notified to cover and take responsibility for all employees in the workplacein this regard. The ICC is responsible for the following:

- Initiating and conducting inquiry as per the established procedure.
Submitting the findings and recommendations of the inquiry.

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- Coordinating with the employer to ensure implementation of the appropriate recommendations or actions.

The committee should comprise:

- Presiding Officer who is a woman employed at a senior level in the workplace.
- Two other members, from amongst employees committed to this cause with extensive legal prowess.
- One external member (from an NGO or likewise) familiar with the issues of sexual harassment.

At least half of the total members nominated are required to be women. While the minimum number of members in the ICC should be 4 as per the POSH Act, the ICC can have more members across the workplace.

(ii). Lodging a Complaint

- The complainant can reach out to the immediate officer or any member of ICC, either personally or through a formal email communication, regarding the harassment faced.
- Sufficient precautions will be taken by the organization to ensure that complete confidentiality is maintained, and no form of discrimination is faced by the employee who has escalated the complaint.

(iii). The Resolution Process

- The ICC shall investigate all complaints thoroughly and promptly, in a free and fair manner.
- Investigation may include private interviews or a formal inquiry process.
- A complaint can be resolved through conciliation only if the aggrieved employee approves of the same.
- The ICC shall communicate the course of action to be taken to the employer. If no substantial action is arrived at, the same is communicated as well.
- The courses of action may include Counselling, Warnings or Reprimand, Tendering of apology, Withholding of promotions/ increments, Suspension, Termination etc.
- The Employer should present the course of action within 30 days and the same should be intimated to the ICC.

6. Legal Compliance

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The ICC shall in each calendar year prepare, in such format as may be prescribed, an annual report and submit the same to the employer and the District Officer (as defined in the Act). The report shall have the following details:

- Number of complaints of Sexual harassment received in the year
- Number of complaints disposed of during the year
- Number of cases pending for more than 90 days
- Number of workshops or awareness program against Sexual Harassment carried out
- Nature of action taken by the employer or District Officer

7. Awareness

Awareness sessions are to be organized to formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women.

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Internal Complaints Committee:

Sl No	Name	Designation	Membership
1	Sridhar	Manager - Purchase	Presiding Officer
2	R. Vinothkumar	Asst. Manager NPD	Member
3	K. M. Lokesh	Projects	Member
4	P. Poornima	HR	Member
5	Nandhini	HR- Asst	Member
6	Reshma	Production	Member
7	Aishwarya	QA	Member

Approved by Plant Head