



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

DNTL is committed to fostering a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. DNTL's philosophy is to be a professional organization, encouraging growth of individuals irrespective of gender, religion, caste, or community.

DNTL endeavors to ensure a safe, secure and congenial work environment, so that employees can deliver their best without inhibition. Through all its policies, DNTL seeks to ensure that every gender should have equal opportunity and no preferential or discriminatory treatment is meted out to anyone on grounds of sex alone. In that context, the Group feels the need to spread awareness across the organization, to prevent gender related harassment or discrimination, and in the event of such an occurrence, provide recourse to the concerned individual.

The Group also believes that all employees of the Group have the right to be treated with dignity. Sexual harassment at the workplace or other than work place if involving the Group's employees, is a grave offence and is, therefore, punishable.



Constitution of Internal Complaints Committee:

The Internal Complaints Committee has been formed in accordance with the Section 4 of the act, the details of which are available in the attached annexure (at the end of this policy document).

Complaint of Sexual Harassment and Inquiry into complaint:

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

Provided that where such complaint cannot be made in writing, Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the woman for making the complaint in writing. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

The Internal Complaints Committee before initiating an inquiry and at the request of the aggrieved woman takes steps to settle the matter between her and the respondent through conciliation.

Where a settlement is hence arrived at, the Internal Complaints Committee will record the settlement so arrived and forward the same to the employer to take action as specified and no further inquiry will be conducted by the Internal Complaints Committee.

For the purpose of making an inquiry under sub section II, the Internal Complaints Committee shall have the powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- a) summoning and enforcing the attendance of any person and examining him on oath
- b) requiring the discovery and production of documents
- c) any other matter which may be prescribed



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

DNTL is committed to fostering a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. DNTL's philosophy is to be a professional organization, encouraging growth of individuals irrespective of gender, religion, caste, or community.

DNTL endeavors to ensure a safe, secure and congenial work environment, so that employees can deliver their best without inhibition. Through all its policies, DNTL seeks to ensure that every gender should have equal opportunity and no preferential or discriminatory treatment is meted out to anyone on grounds of sex alone. In that context, the Group feels the need to spread awareness across the organization, to prevent gender related harassment or discrimination, and in the event of such an occurrence, provide recourse to the concerned individual.

The Group also believes that all employees of the Group have the right to be treated with dignity. Sexual harassment at the workplace or other than work place if involving the Group's employees, is a grave offence and is, therefore, punishable.



- a) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed.
- b) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs in accordance with the provisions of Section 15 of the act.
- c) Where the Internal Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person or the person who has made the complaint in accordance with the provisions of the service rules applicable to her or him.

d) Other Points to Be Considered:

- The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, DNTL shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- Where sexual harassment occurs as a result of an act or omission by any employee of DNTL outside the premises of Group, while on Outdoor Duty, DNTL shall take necessary and appropriate action against the culpable.

d) Annexure 1: Members of the Internal Complaints Committee:

The Chairman and Members of the Central Internal Complaints Committee are as follows for Pune Head Office & R & D at Hinjewadi.



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

DNTL is committed to fostering a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. DNTL's philosophy is to be a professional organization, encouraging growth of individuals irrespective of gender, religion, caste, or community.

DNTL endeavors to ensure a safe, secure and congenial work environment, so that employees can deliver their best without inhibition. Through all its policies, DNTL seeks to ensure that every gender should have equal opportunity and no preferential or discriminatory treatment is meted out to anyone on grounds of sex alone. In that context, the Group feels the need to spread awareness across the organization, to prevent gender related harassment or discrimination, and in the event of such an occurrence, provide recourse to the concerned individual.

The Group also believes that all employees of the Group have the right to be treated with dignity. Sexual harassment at the workplace or other than work place if involving the Group's employees, is a grave offence and is, therefore, punishable.



Details of the members of other local Internal Complaint Committees at various Unit is as under at Lote Factory -

Name	Designation under ICC	Internal Designation
Ms. Archana Joshi	Chairperson	Director-Deepak Foundation
Barnali Sengupta	Presiding Officer	Head-HR
Prashant Bhosale	Member	Cluster Head - Operations
Amol Akulkar	Member	Deputy Manager-HR
Rajani Khanvilakar	Member	Sr. Executive – Supply Chain