

Mysore Thermo Electric P Ltd.

Regd. Office No.36, Works Office : 62, 4th Main, 3rd Phase,
Peenya Industrial Area, Bengaluru - 560 058, India
Tel: +91 80 2839 5525 Fax :+91 80 2839 7243
CIN : U99999KA1975PTC002753 info@microtex.in

MICROTEX[®]

www.microtexindia.com

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE IN MYSORE THERMO ELECTRIC PRIVATE LIMITED

I. COMMITMENT:

MYSORE THERMO ELECTRIC PRIVATE LIMITED is committed to providing a work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment. Sexual harassment at the work place or other than work place involving an employee or employees is a grave offence and is therefore punishable.

At MYSORE THERMO ELECTRIC PRIVATE LIMITED, all employees are expected to uphold highest standards of ethical behavior and conduct at the workplace and in all their interactions with business stakeholders. This means that employees have a responsibility to:

- Treat each other with dignity and respect
- Follow the letter and spirit of law
- Refrain from any unwelcome behavior that has sexual connotation (of any sexual nature)
- Refrain from creating hostile atmosphere at workplace via sexual harassment
- Report sexual harassment, experience and or witnessed, to the appropriate authorities and abide by the complaint handling procedure of the company.

II. SCOPE:

This policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees of the Company in India. Local country laws will take precedence over this policy in other geographies, if applicable.

This policy lays down guidelines and a forum for redressal of grievances related to Sexual harassment and applies to all categories of employees of the Company, including, permanent, deputation, temporary, consultants, part time, 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 co-worker a contract worker or probationer, trainee, apprentice, or called by any other such name. The Company will not tolerate sexual harassment, if engaged in by customers or by suppliers or any other business associates.



6-9-18

The workplace includes:

1. All offices or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.
4. Places visited by the employee arising out of or during the course of employment including official events, transportation, accommodation provided by the employer for undertaking such journey.

III. DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment would mean and include any of the following but not limited to:

- Unwelcome sexual advances, involving, verbal, nonverbal, or physical conduct, implicit or explicit
- Physical contact or advances;
- demand or request for sexual favours,
- Sexually coloured remarks of any kind, including but not limited to, vulgar / indecent jokes, letters, phone calls, text messages, cyber stalking, on WhatsApp, Facebook, Twitter, Instagram or such other social media, or emails, gestures, etc..
- showing pornography or the likes
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature
- Physical contact and advances such as touching, stalking, sounds which have explicit and/or implicit sexual connotation/overtones, molestation
- Display of pictures, signs etc., with sexual nature, connotation, overtones in the work area and work-related areas
- any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and/or submission or rejection of the conduct is used as a basis for making employment related decisions.
- Teasing, Voyeurism, innuendos and taunts, physical confinement and or touching against one's will and likely to intrude upon one's privacy



The following circumstances among other circumstances if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- implied or explicit promise of preferential treatment in their employment
- implied or explicit threat of detrimental treatment in their employment
- implied or explicit threat about their present or future employment status
- interfering with their work or creating an intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.
- humiliating treatment likely to affect the health and safety of the aggrieved person

In addition to the instances mentioned hereinabove, any other acts or behavior, which outrages the modesty of a female employee, will be considered as sexual harassment. An alleged act of sexual harassment committed during or outside of office hours falls under the purview of this policy.

IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of "Internal Complaints Committee" (ICC) has been created in the Company for time-bound redressal of the complaint made by the victim.

VI. INTERNAL COMPLAINTS COMMITTEE:

As per the guidelines given by the law, Mysore Thermo Electric Private Limited, has instituted an Internal Complaints Committee for redressal of sexual harassment complaint (made by the Complainant) and for ensuring time bound treatment of such complaints.

Initially, and till further notice, the ICC will comprise of the following four members out of which at least two members will be of the same gender as that of the complainant:

1. Mrs. Vani.K, Deputy Manager - Accounts
(a Presiding Officer who shall be a woman employed at a senior level women employee at workplace from amongst the employees)
2. Mrs. Padma Ravi Kumar Govindan - Whole Time Director
3. Mrs. Bharathi G Karthikeyan - Employee
4. Mr. Rajalingam P (External member appointed as per the requirement of the Sexual Harassment of Woman at the Workplace (Prevention, Prohibition & Redressal) Act, 2013.



The Complaints Committee is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment

VII. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

A. Informal Resolution Options

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. Complaints:

1. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.
2. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint.
In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons and communicate the same to the complainant.
3. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, she will proceed to investigate the allegation with the assistance of the Complaints Committee.
4. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.



5. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Managing Director of the Company and as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Managing Director of the company will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Formal apology
 - b. Counseling
 - c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
 - d. Change of work assignment / transfer for either the perpetrator or the victim.
 - e. Suspension or termination of services of the employee found guilty of the offence
6. In case the complaint is found to be false, the Complainant shall, be liable for appropriate disciplinary action by the Management, including dismissal or termination of work.

VIII. CONFIDENTIALITY:

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

IX. ACCESS TO REPORTS AND DOCUMENTS:

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

X. PROTECTION TO COMPLAINANT / VICTIM:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure making a false complaint (for example, by maliciously making an allegation knowing it to be untrue) will be subject to strict disciplinary action as in above section VII B 6.

XI. CONCLUSION:

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.



