



PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY

I. COMMITMENT:

Worth Peripherals Limited is committed to provide a work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. Worth Peripherals Limited (hereafter referred to as the 'Company') is also committed to promote 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 (men or women) are not subjected to any form of harassment.

II. SCOPE:

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at its workplace or at client sites. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

The workplace includes:

1. All offices, factories 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.

III. DEFINITION OF SEXUAL HARASSMENT:

What is Sexual Harassment?

Sexual Harassment includes such unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, showing pornography and sexual demands whether by words, gestures or actions.

Such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- a) Physical contact and advances;



- b) A demand or request for sexual favors;
- c) Sexually colored remarks;
- d) Showing pornography;
- e) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance.
- f) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- g) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- h) Conduct of such an act at work place or outside in relation to an employee of Blossom or vice versa during the course of employment; and
- i) any unwelcome gesture by an employee having sexual overtones

Sexual harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace.

Sexual harassment cases can be classified into two categories: - **quid pro quo and creation of a hostile working environment.**

- (a) Under the quid pro quo (meaning - this for that) form of harassment, a person or authority, usually the **superior** of the victim, demands sexual favors for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met.
- (b) **A hostile work environment** arises when a co-worker or supervisor creates a work environment through verbal or physical conduct that interferes with another co-worker's job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity.

For example: an employee tells offensive jokes. No person shall indulge or caused to be indulged under instructions from superior in sexual harassment of co-workers.

However, an employee who is sexually harassed can complain about the same even if there is no adverse job consequence.

IV. COMPLAINT PROCESS

Whether or not such conduct constitutes an offence under law and a breach of the employment rules, an appropriate complaint mechanism in the form of "Complaints Committee" has been created in the company for time-bound redressal of the complaint made by the complainant. The Company will ensure that any Complainant will not suffer adverse job consequences as a result of any complaint being made.



Complaints Committee: The Company has formed a Internal Complaints Committee for redressal of harassment complaints and for ensuring time bound treatment and resolution of such complaints.

Initially, and till further notice, the Internal Complaints Committee will comprise of the following four members:

1. Presiding Officer – Senior Associate– Women
(atleast ½ of the members should be women)
2. Member - Employee
3. Member – Employee
4. Member – a person from NGO / social worker / person having knowledge of sexual harassment issues eg. Advocate. (To be appointed by the person nominated by the Board for the purpose)

The Internal Complaints Committee is responsible for: - Investigating every formal written complaint of harassment - Taking appropriate remedial measures to respond to any substantiated allegations of harassment - Discouraging and preventing any harassment at work place.

V. COMPLAINTS MADE WITH A MALICIOUS INTENT

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the complainant. The Committee may also take suomoto action, if any incident of harassment is brought to its attention, without any formal complaint being made in this regard.

VI. RESPONSIBILITY OF EMPLOYEES REGARDING SEXUAL HARASSMENT

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. This policy is deemed to be a part of the terms of employment of every Blossom employee. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

VII. DISSEMINATION OF THE POLICY

A copy of this Policy shall be given to all employees and to all new recruits and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy. This Policy is as per the applicable laws of India including The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 as well as any other applicable law governing sexual harassment, for the time being in force in India.
