

**RAIN INDUSTRIES LIMITED**

**POLICY ON PREVENTION**

**OF**

**SEXUAL HARASSMENT  
OF WOMEN**

**AT**

**WORKPLACE**

# RAIN INDUSTRIES LIMITED

Regd. Off: Rain Center, 34, Srinagar Colony, Hyderabad - 500073, Telangana State, India.  
CIN: L26942TG1974PLC001693

## POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

### INTRODUCTION

At Rain Industries Limited, it is our desire to promote a healthy and congenial working environment irrespective of gender, caste, creed or social class of the employees. We value every individual and are committed to protect the dignity and respect of every individual. Therefore, we have zero-tolerance for sexual harassment and any act of sexual harassment will invite serious disciplinary action. This policy is meant to educate the employees about what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the unlikely chance of such an occurrence, to enable a fair mechanism for dealing with such conduct.

Accordingly, Rain Industries Limited has formulated policy on prevention of sexual harassment at workplace.

The policy is made under the overall ambit of the Rain Industries Limited Code of Conduct and in accordance with The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013.

### I. OBJECTIVE

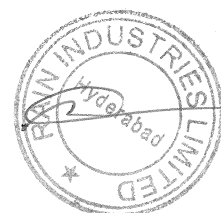
Our Company is committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promote a work environment that is conducive to the professional growth of its women 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 women employees 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 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.

### **III. DEFINITION OF SEXUAL HARASSMENT**

Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- (i) physical contact or advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

### **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**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of "Internal Complaints Committee" has been created in the Company for time-bound redressal of the complaint made by the victim.

### **VI. INTERNAL COMPLAINTS COMMITTEE**

The Company has constituted an Internal Complaints Committee (ICC) for redressal of sexual harassment complaint made by the victim and for ensuring time bound treatment of such complaints.

The Internal Complaints Committee will comprise of the following 4 Members:

1. Women Employee (Presiding Officer)
2. Women Employee
3. Head (HR)
4. Member from NGO



## **Role of Internal Complaints Committee**

- i. Receiving of Complaints of Sexual Harassment.
- ii. Investigating every formal written complaint of Sexual Harassment.
- iii. To recommend disciplinary action for Sexual Harassment.
- iv. 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 her 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, she can bring her concern to the attention of Internal Complaints Committee for redressal of her grievances. The Internal Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

### **B. Complaints**

1. Any 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 Internal Complaints Committee constituted by the Company. The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days and not later than 3 months 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 her name, department, division and location she is working in, to enable the Presiding Officer to contact her and take the matter forward.
2. The Presiding Officer of Internal 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, she will record this finding with reasons and communicate the same to the complainant.
3. If the Presiding Officer of Internal 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. The Internal 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 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 will ensure corrective action on the recommendations of Internal Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Formal apology;
  - b. Counselling;
  - 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 from duty without pay for a period not exceeding 30 days;
  - f. Dismissal or Discharge or termination of services of the employee found guilty of the offence; and
  - g. Punishment in accordance with Section 509 of Indian Penal Code, 1860 besides payment of compensation as arrived by the committee.
5. In case the complaint is found to be false, the Complainant shall be liable for appropriate disciplinary action by the Management besides remedies available to the aggrieved person.

### **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.

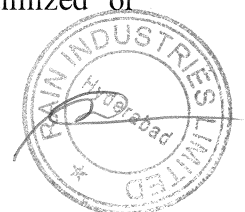
To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

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



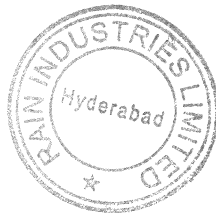
However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

#### **XI. CONCLUSION:**

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

**PLACE:** Hyderabad

**DATE:** 27/02/2015



By Order of the Board  
for **Rain Industries Limited**

A handwritten signature in black ink, appearing to be "N. Jagan Mohan Reddy".

**N. Jagan Mohan Reddy**  
**Managing Director**  
**DIN: 00017633**