	<b>Human Resources Manual- (Anti Sexual Harassment)</b>			
	<b>VGL Group</b>			
	<b>Countries: - India</b>	<b>Date of Issue: 7<sup>th</sup> March 2014</b>	<b>Date of Amendment: - 1<sup>st</sup> June 2021 :- 1<sup>st</sup> Sep 2022</b>	<b>Page 1 of 4</b>

**Objective: -**

To provide harmonious and safe conditions at workplace that redress complaints of sexual harassment in an unbiased and effective manner, with an approach of zero tolerance.

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

1. Physical contact and advances; or
2. A demand or request for sexual favours which includes verbal, textual, electronic or by any other means; or
3. Making sexually coloured remarks; or
4. Showing pornography; or
5. Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.
6. Implied or explicit promise of preferential treatment in her employment; or
7. Implied or explicit threat of detrimental treatment in her employment; or
8. Implied or explicit threat about her present or future employment status; or
9. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
10. Humiliating treatment likely to affect her health or safety.

**Applicability: -**

1. All employees of the company whether permanent, temporary or apprentice.
2. Any such sexual harassment which has taken place whether within or without office hours.

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**Committee Formation: -**


- a. A Presiding Officer who shall be an employee employed at a senior level at workplace from amongst the employees.
- b. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- c. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The Presiding Officer and every Member of the Internal Committee shall hold office for 3 years.

For conducting the inquiry, a minimum of three Members of the Complaint Committee including the Presiding Officer or the Chairperson should be present.

**Guidelines: -**

1. Any aggrieved employee may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within 3 months in case of any delay a justification has to be given for same.
2. Written Complaint to be registered along with supporting documents and the names and addresses of the witnesses.
3. The alleged respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses.
4. If the aggrieved employee or alleged respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer then Complaint Committee has a right to terminate the inquiry proceedings or give a unilateral decision.

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5. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.
6. Committee will hear both sides during the course of inquiry and will allow parties to make representation against the findings.
7. The inquiry should be completed within 90 days from the date of complaint.

**Actions against alleged respondent: -**

1. One of the following actions can be taken against the alleged respondent, if allegations are proved right: -
  - a. Written Apology
  - b. Warning
  - c. Counselling
  - d. Community Service
  - e. Reprimand or Censure
  - f. Withholding of Pay Rise or Increments
  - g. Fine of an amount as decided by Internal Committee, which can be deducted from salary.
  - h. Termination
2. In case it is established by the Committee that charges against the alleged respondent are false and malicious, Complainant will suffer one of the above actions. Though a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complaint.

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**Settlement: -**

- A settlement can be reached between aggrieved employee and alleged respondent; however, monetary compensation should not be the basis for same.

**Other Important Information: -**

1. Aggrieved employee can request, in writing, for following during pendency of inquiry: -
  - a. Transfer the aggrieved employee or the alleged respondent to any other workplace; or
  - b. Grant leave to the aggrieved employee up to a period of three months; or
  - c. Restrain the alleged respondent from filling aggrieved employee's appraisal form.

**Committee: -**

Presiding Officer- Shubhda Sharma, Head of Call Center

**Other Members-**

- Surjeet Choudhary- Lead HR VGL India
- Dimple Kanwar-LPO (Security),
- Ginny Hasija -Senior Manager (Finance & Accounts),
- Nishi Kumari-Recruiter (HR)
- Ankita Sethia-Generalist (HR)
- Sanjiv Kumar Arora-Head Video Content & Photography (Studio)

**Member from NGO**

Deepak Kalra from Umang.