



PREVENTION OF SEXUAL HARASSMENT POLICY



INDEX

- 1. Introduction.....2
- 2. Objectives.....2
- 3. Definitions3
- 4. Applicability4
- 5. Applicability of Spanish and European Laws5
- 6. Responsibilities Regarding Prevention of Sexual Harassment5
- 7. Complaint Mechanism5
- 8. Internal Complaints Committee ('ICC'):5
- 9. Redressal Process6
- 10. Enquiry Process.....8
- 11. Other Points to be considered.....9
- 12. Action by the Internal Complaints Committee9
- 13. Appeal against the order of the Internal Complaints Committee10
- 14. Confidentiality11
- 15. Protection against retaliation11
- 16. Documentation.....11
- 17. Dissemination of the Policy11
- 18. Complaints made with a Malicious Intent.....11

Preface

The policy on prevention of Sexual Harassment at Workplace has been framed in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and Rules framed thereunder (hereinafter "the Act"). The policy has been designed to provide against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. This policy shall be named "Anti-Sexual Harassment policy of Planchar Hardware Solutions Private Limited".

1. Introduction

The company is committed to provide a safe and conducive work environment to its employees. Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behavior will be attributed to the company and can affect its inward and outward reputation. It maintains a congenial working environment to enable the employees to work without fear of prejudice, gender bias and sexual harassment. The Company values every employee and is committed to protect the dignity and reputation of employee at the workplace. Sexual harassment at the work place or at any place other than work place if involving employees is a grave offence and is, therefore, punishable. The Prevention of Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

2. Objectives

- Ensure that the employees treat each other and outsiders who visit the company offices with ethical conduct, fairness, respect, dignity and honour;
- Educate the employees about what constitutes sexual harassment and in case such an unlikely event happens, the compliant mechanism for dealing with such conduct/behavior;
- Provide a safe and congenial work environment;
- Provide a mechanism for redressal in case of any complaint of sexual harassment at the workplace;
- Define the implications and outcome of sexual harassment;
- Ensure protection against retaliation to complainants, witnesses, committee members and other employees involved in prevention and complaint resolution.

A handwritten signature in black ink, appearing to be a stylized 'S' or 'J'.

3. Definitions

"Aggrieved Women"	means a person in relation to work place whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent.
"Company"	means Planchar Hardware Solutions Private Limited
"Employee"	means a person employed at a workplace for any work on regular, temporary, adhoc or daily wages basis, either directly or through an agent, including 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, probationer, trainee, apprentice or called by any other such name.
"Internal Complaints Committee" (ICC)	means a Committee constituted by Company as per this Policy.
"Investigation"	means the Officer of the Company appointed by the Internal Complaints Committee to inquire into the allegations of the complaint made by the Aggrieved Person.
"Management"	means the collective officials of the Company and the parent entities of the Companies having control over the operations of the Company.
"Parties"	means the complainant Employee and the Respondent, collectively to be hereinafter referred to as 'Parties'
"Respondent"	means a person against whom the aggrieved person has made a complaint.

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances,

"Sexual Harassment"	requests for sexual favours, or any other verbal or physical conduct of sexual nature. 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 favours; c) Sexually colored remarks; d) Showing pornography; e) (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
"Workplace"	includes any department, organisation, undertaking, establishment, enterprise institution, office or branch unit. It also includes any place visited by the Employee arising out of or during the course of employment including transportation provided by the Employer for undertaking such journey.

4. Applicability

This Policy applies to all the employees, workers and trainees (whether in the office premises or outside while on assignment).

Where sexual harassment occurs to an employee of the Company as a result of an act by a third party or outsider while on official duty, Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.



5. *Applicability of Spanish and European Laws*

Unless otherwise provided by applicable Indian law, the policy will take Spanish and European law as a reference, as well as the corporate policies of Gransolar Group. This reference will not be considered in the event of a substantial and significant imbalance of the rights and obligations of the parties arising from this policy. Furthermore, this reference will not have implications for determining the jurisdictional or competent forum.

6. *Responsibilities Regarding Prevention of 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.

There must be adequate trainings given to the employees about steps to take when they feel that they are being sexually harassed, reinforcing the below steps:

- a) Tell the person that his / her behavior is unwelcome and ask him/her to stop.
- b) Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen the case and help to remember the details over time, in case the complaint is not filed immediately.
- c) File a complaint as soon as possible. If, after asking the person to stop his / her behavior, the harassment continues, report the abuse to the Internal Complaints Committee formed for this purpose.

7. *Complaint Mechanism*

An appropriate complaint mechanism in the form of "Local Complaints Committee" is made available for the Company by the Government, for time-bound redressal of the complaint made by the victim.

8. *Internal Complaints Committee ('ICC'):*

The Company shall constitute an 'Internal Complaints Committee' for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints when the total number of employees increases above 10 in number.

However, till such period, the Company shall fall into the ambit of the "Local Complaints Committee" constituted by every District officer from time to time as mentioned under Section 6(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.



The composition of the Internal Complaints Committee, if so formed shall be as follows:

<i>S.No</i>	<i>Position</i>	<i>Eligibility</i>
1	Presiding Officer	Woman employed at a senior level at workplace.
2	Member 1	Employees who have experience in Social work or having legal knowledge.
3	Member 2	Employees who have experience in Social work or having legal knowledge.
4	Member 3	From NGO /Associations committed to the cause of women or person familiar with issues relating to sexual harassment.

- At least one half of the total members so nominated shall be women.
- The members shall hold office not exceeding three years.
- The member appointed from NGO/Associations committed to the cause of Women shall be paid fees.

The Internal Complaints Committee shall be 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.
- Submit Annual Report with District Officer.



9. Redressal Process

Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within a period 3 months of occurrence of incident or in case of series of incidents within a period of 3 months from the date of last incident. Provided that the Internal Committee or as the case may be the Local Committee may for the reasons to be recorded in writing extend the time limit not exceeding three months if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

- a) The Internal Complaints Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- b) The Internal Complaints Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- c) Where the aggrieved person is unable to make a complaint on account of their physical incapacity or personal incapacity, a complaint may be filed by —
 - i. a relative or friend; or
 - ii. a co-worker; or
 - iii. any person with his knowledge of the incident, with the written consent of the aggrieved person
- d) Where the aggrieved person is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of their legal heir.
- e) The aggrieved person should indicate his and the respondent contact details, if any with respect to name, address, contact number, department etc.
- f) The Internal Complaints Committee may before initiating an inquiry, and at the aggrieved person's request, attempt to settle the matter through conciliation. However, the Internal

Complaints Committee shall ensure that:

- i. Monetary settlement will not be made as a basis of conciliation.
- ii. Where a settlement has been arrived, the settlement terms shall be signed by both the parties and shall be provided with a copy of it.
- iii. The matter is recorded.
- g) Where, a settlement is arrived as mentioned hereinabove, no further enquiry shall be conducted by the Internal Complaints Committee. However, a woman can further refer the same to Internal Complaints Committee for redressal, if the terms of settlement have not been complied.
- h) The aggrieved person or person authorized on their behalf as per above provision, shall make a complaint to the Internal Complaints Committee through following manner:

Copy of complaint along with supporting documents and names and address of witness shall be sent to Internal Complaints Committee through the Human Resource Manager.

- i) The Internal Complaints Committee shall investigate in detail into the matter of the complaint. The Committee, while investigating the complaint referred to it, will call upon both the parties separately, listen, look at proof (if any), verify documents produced by the parties, allow the

parties to produce witnesses and to put forth their say. Both the parties during the course of enquiry are given an opportunity of being heard.

- j) At the end of the investigation, the Secretary/one of the members of the Internal Complaints Committee shall prepare a report of findings on the complaint and submit it to the Managing Director and Chairperson of the Internal Complaints Committee. The findings of the report should be made available to the Respondent and Aggrieved Person within 10 working days from the date of completion of enquiry.
- k) The Internal Complaints Committee must complete its investigation within a period 90 days.
- l) For conducting the enquiry the quorum of the Internal Complaints Committee shall be of 3 members including the presiding officer.
- m) At the first meeting, the Internal Complaints Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- n) Thereafter, the person against whom complaint is made may be called for a deposition before the Internal Complaints Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
- o) In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- p) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.



10. Enquiry Process

- a) The Internal Complaints Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
- b) The Internal Complaints Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- c) The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- d) If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Internal Complaints Committee the names of witness/es whom they propose to call.
- e) If the Complainant desires to tender any documents by way of evidence before the Internal Complaints Committee, she / he shall supply original copies of such documents. Similarly, if the

person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

- f) The Internal Complaints Committee shall call upon all witnesses mentioned by both the parties.
- g) The Internal Complaints Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- h) The Internal Complaints Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Head - HR. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.
- i) The official who takes care of the Human Resources Function of the Company, will direct appropriate action in accordance with the recommendation proposed by the Internal Complaints Committee.
- j) The Internal Complaints Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.



11. Other Points to be considered

- a) The Internal Complaints Committee may recommend to the official who takes care of the Human Resources Function, any action which may include transfer or any of the other appropriate disciplinary action.
- b) The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- c) Where sexual harassment occurs as a result of an act or omission by any third party or outsider, company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- d) The Internal Complaints Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to the official who takes care of the Human Resources Function.
- e) In case the Internal Complaints Committee find the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

12. Action by the Internal Complaints Committee

The Internal Complaints Committee would be entitled to take the following action in respect of cases where the guilt of sexual harassment of the respondent has been proved:-

- i. Issue Letter of warning and reprimand the acts of the respondent.
- ii. Deduct such sum from the salary/ wages as it may consider appropriate and use the same for women welfare.

- iii. Stoppage of Increment in the salary for next 1 to 2 years.
- iv. Reduction in Grade/Rank.
- v. Dismissal from the services of the Company.
- vi. Any other action as may be deem fit by the Internal Complaints Committee.

13. Appeal against the order of the Internal Complaints Committee

Either party may, aggrieved by the decision of the Internal Complaints Committee may prefer an appeal, to the Managing Director of the Company within 15 days from the receipt of order of Internal Complaints Committee. The Director shall dispose off the appeal within one month from the day of receipt of the appeal.



14. Confidentiality

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

15. Protection against retaliation

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Internal Complaints Committee shall ensure that the Complainant or the witness are not victimized or discriminated against by the alleged person. Any unwarranted pressures, retaliatory or any other type of unethical behavior from the accused against the complainant while the investigation is in progress should be reported by the complainant to the Internal Complaints Committee as soon as possible. Disciplinary action will be taken by the Internal Complaints Committee against any such complaints which are found genuine.

16. Documentation

The Internal Complaints Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the and the accused's files with the full report of the Internal Complaints Committee.

17. 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.

18. 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 employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.



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.

BY THE ORDER OF THE BOARD



DIRECTOR

IMPORTANT:

This document and the information in it are provided in confidence, for the sole purpose of exploring business opportunities between the disclosing party and the receiving party.

Confidential document.

It is not allowed to reproduce or disclose partial or totally the information contained in it, except by express written consent of PVH.



PLANCHAR HARDWARE SOLUTIONS PRIVATE LIMITED CIN:
U40200KA2021FTC156145

Registered Office: No. 10, Ground Floor, Park Road, Tasker
Park, Tasker Town, Shivaji Nagar, [Near Indian Express],
Bangalore — 560051, Karnataka, India

Email ID:

nbustamante@gransolar.com