

BIO GREEN PAPERS LIMITED

## Policy on Prevention of Sexual Harassment at work place

---

# **Prevention of Sexual Harassment Policy**

## **Background**

**Bio Green Papers Limited** (hereinafter referred to as the “Company”) provides equal opportunity and a harassment free workplace notwithstanding race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability, as the case may be. Thus in order to create such a safe and conducive work environment, this Policy has been framed, in line with the provisions of the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” of India (hereinafter referred to as the “Act”<sup>1</sup>) and existing rules framed thereunder namely the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (hereinafter referred to as the “Rules”<sup>2</sup>).

## **Purpose & Scope**

Purpose of this policy is to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

This policy extends to all employees including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, seconded and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours.

## **Important definitions**

(a) “Aggrieved Individual” means in relation to a workplace, a person, of any age, whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent and includes contractual, temporary employees and visitors.

(b) “Complainant” is any aggrieved individual (including a representative as more fully described under Rule 6 of the said Rules, if the aggrieved individual is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy.

(c) “Complainant” is any aggrieved individual (including a representative as more fully described under Rule 6 of the said Rules, if the aggrieved individual is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy.

(d) “Employer” means person who are responsible for management, supervision and control of the workplace including appointment/removal/termination of employees and will include ‘Director and General Manager’.

(e) “Internal Committee” means and includes an Internal Complaints Committee (hereinafter referred to as the “committee”).

(f) “Presiding officer” means the presiding officer of the IC and shall be a woman employed at a senior level at the workplace amongst the employees.

(g) ‘Respondent’ means a person against whom a complaint of alleging sexual harassment has been made under this policy.

(h) “Parties” means collectively the complainant and the respondent.

(i) 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.

a. Sexual Harassment at the workplace includes:

b. unwelcome sexual advances (verbal, written or physical),

c. demand or request for sexual favors,

d. any other type of sexually-oriented conduct,

e. verbal abuse or ‘joking’ that is sex-oriented

f. 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.

g. Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment although the intention of the individual might not be to offend the other person.

(j) “Workplace” means establishments, enterprises, institutions, offices, branches, premises, locations or units established, owned, controlled by the Company or places visited by the employees out of or during the course of employment including accommodation, transportation provided by the employer for undertaking such journey.

### **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.

### **Raising of complaint**

(1) Any aggrieved individual may make in writing, a complaint of sexual harassment to the Human Resources (HR) or Administration/personnel Department (through respective Lines of Service HR) or through Company’s Ethics Office within a period of three (3) months from the date of incident and in case of more than one incident, within a period of three (3) months from the date of last incident unless the time period is extended.

(2) The complaint should clearly mention name and available details of both the aggrieved person and the respondent. Anonymous or pseudonymous complaints will not be investigated.

(3) Where the aggrieved individual is unable to make the complaint on account of her/his physical or mental incapacity or death or otherwise, his/her representative, as more fully described under Rule 6 of the said Rules, may make a complaint.

(5) The complainant shall submit six copies of the complaint accompanied by available supporting documents and relevant details concerning the alleged act of sexual harassment(s) including names and address of witnesses, if any which the complainant believes to be true and accurate.

### **Prohibition on disclosure of information**

This policy prohibits any person from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings during the proceedings under the provisions of the Act. Any violation thereto shall also be subject to applicable disciplinary action as outlined in Employee Handbook.

### **Protection to Complainant**

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.

### **Conclusion:**

In conclusion, the Company encourage a culture of respect, diversity, and inclusion where all employees feel valued and supported regardless of gender, race, or background and effectively prevents sexual harassment and create a safer and more productive work environment for all employees.