

Prevention of Sexual Harassment Policy

1. Objective:

Shrem Financial Private Limited (“Company”) being, Investment Manager (“IM”) of Shrem InvIT (“InvIT”) strives to create and maintain a work environment within the organization (the organization includes entities within the InvIT regime i.e. Investment Manager, Project Manager and road project SPVs), in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation.

IM will not tolerate unlawful discrimination or harassment of any kind through enforcement of this policy and by education of employees, will seek to prevent, correct, and discipline the behaviour, which violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and are expected to respond appropriately to ensure that prohibited behaviour does not occur.

Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and are subject to discipline.

2. Prohibited Conduct Under This Policy:

The IM, in compliance with all applicable federal, state, and local anti-discrimination & harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines.

3. Discrimination:

We value each and every employee working with us and we wish to protect their dignity and self-respect. In view of above, we have determined to promote a working environment in which persons of both genders complement each other as equals in an environment that encourages maximum productivity and to keep the personal dignity. It is a violation of the policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, colour, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“POSH Act”) was enacted by the Ministry of Women and Child Development, India in 2013. The Government also subsequently notified the rules under the POSH Act titled the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (“POSH Rules”). The year 2013 also witnessed the promulgation of the Criminal Law (Amendment) Act, 2013 (“Criminal Law Amendment Act”) which has criminalized offences such as sexual harassment, stalking and voyeurism.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

4. Harassment:

The IM prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of the Company.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, colour, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status, or other protected status, including epithets, slurs, and negative stereotyping.

Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, colour, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual orientation, marital status or other protected status.

5. Sexual Harassment:

Sexual Harassment at the workplace results in violation of the fundamental rights of a woman - to equality under Articles 14 and 15 of the Constitution of India - to life and to live with dignity under article 21 of the Constitution - to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment. Protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on 25 June 1993 by the Government of India.

6. Objective:

To create a work environment where safety and dignity of women employees is ensured and they are protected from Sexual Harassment as envisaged by Supreme Court of India Guidelines on Sexual Harassment, August 1997, “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013”

7. Scope:

The Policy intends to ensure that no woman employee is subjected to sexual harassment, and it is applicable to all employees of the Organization. This policy applies to all categories of employees on contract at its workplace or at client sites whether permanent or temporary, probationary, or part-time or working as a consultant or on a voluntary basis or engaged through a contractor or agent.

Where Sexual Harassment occurs against any female employee because of an act by a third party or outsider while on official duty, The IM will take all necessary and reasonable steps as per the applicable rules and regulations, to initiate action at the workplace of the third party or outsider. This Policy shall be applicable to any allegation of Sexual Harassment at the Organization’s premises including any place visited by an employee arising out of or during the course of employment and/or transportation provided by the Organization (“Workplace”).

The workplace includes:

1. All offices or other premises where the Organization’s business is conducted.
2. All organization-related activities performed at any other site away from the Organization’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.

8. Definitions:

- a) “Act” means “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and any amendment thereto.
- b) “Aggrieved Woman” means any female Employee of the Company or any woman who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
- c) “Internal Complaints Committee” means a committee by that name, constituted by the Board as per the provisions of the Act.
- d) “Respondent” means the person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman.
- e) “Sexual harassment” means and includes: -
 1. such unwelcome behaviour of a male employee towards a female employee (whether directly or by implication) as:

- Ø Physical contact and advances.
 - Ø a demand or request for sexual favours.
 - Ø sexually coloured remarks.
 - Ø showing pornography.
 - Ø any other unwelcome physical, verbal or non-verbal conduct of sexual nature."
2. Implied or explicit promise of preferential treatment to a woman employee in her employment; or
 3. Implied or explicit threat of detrimental treatment to a woman employee in her employment; or
 4. Implied or explicit threat to a woman employee about her present or future employment status; or
 5. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 6. Humiliating treatment likely to affect her health or safety.

9. Internal Complaints Committee:

The Internal Complaints Committee shall comprise of:

- a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the Employees.
- b) Not less than 2 (two) members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge; and
- c) One member from amongst non-governmental organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The Internal Complaints Committee will operate on the following guidelines: -

- a) The Aggrieved Woman Complaints Committee shall meet as and when any instance of violation of the policy is referred to the committee and, in any case, at least once in a year.
- b) Internal Complaints Committee shall prepare the annual report and submit the report pertaining to number of cases filed and their disposal under the Act to the Senior person of the organization.
- c) The Presiding Officer and the members of the Internal Complaints Committee will hold the position up to three years from the date of their nomination.

10. Functioning of Committee:

A. Lodging a Complaint:

a) The Aggrieved Woman makes a complaint directly to the Presiding Officer of the Internal Complaints Committee. The Presiding Officer should try & solve the grievance informally before escalating the matter to the formal Committee within a period of three months from the date of incident.

b) Where an Aggrieved Woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by (i) her relative or friend, or (ii) her co-worker, (iii) an officer of the National or State Commission for Women, or (iv) any person who has knowledge of the incident, with the written consent of the Aggrieved Women.

c) Where an Aggrieved Women is unable to make a complaint on account of her mental incapacity, a complaint may be filed by (i) her relative or friend, or (ii) a special educator, or (iii) a qualified psychiatrist or psychologist, (iv) the guardian, or (v) any person who has knowledge of the incident jointly with any of the persons mentioned in (i) to (v) of this paragraph.

d) Where an Aggrieved Women, for any other reason, is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the Aggrieved Women.

e) The Internal Complaints Committee may, for the reasons to be recorded in writing, extend the time limit, if it is satisfied that there were unavoidable circumstances which prevented the Aggrieved Woman from filing a complaint within the said period. Such complaint shall contain all the material and relevant details concerning the alleged Sexual Harassment including the name of the contravener. The information disclosed by such complainant should be treated as confidential information by the members of the Internal Committee.

f) If the Aggrieved Woman would like to initiate action under the Indian Penal Code, 1860 ("IPC"), she may inform the management, and the management will provide necessary assistance to the Aggrieved Woman to file the complaint in relation to the offence under the IPC.

B. Conciliation:

The Internal Complaints Committee may, before initiating an inquiry, at the request of the complainant take steps to settle the matter between her and the Respondent through conciliation. However, no monetary settlement shall be made the basis of the conciliation. Where a settlement has been arrived at as mentioned above, the Internal Complaints Committee shall record the settlement so arrived at and forward the same to the management to take action as specified in the recommendation and shall provide copies of the settlement to the complainant and the Respondent.

C. Inquiry into Complaint:

The Internal Complaints Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable. Such an inquiry (with due conciliation as appropriate) shall be completed within a period of three months. Confidentiality of the complaint procedure will be maintained. The Internal Complaints Committee shall proceed to make an inquiry into the complaint in accordance with the principles of natural justice and further during the course of inquiry provide an opportunity of being heard to the complainant and the Respondent and the relevant witnesses provided by the complainant and the Respondent.

D. Inquiry Report:

On the completion of such inquiry, the internal committee shall provide the report of its findings to the Chairman within a period of 10 days from the date of completion of enquiry and such report be made available to the concerned parties. The Managing Director & CEO shall act upon the recommendation within 60 days of its receipt. In the event that the Internal Complaints Committee arrives at the conclusion that there is no case for Sexual Harassment, then the complaint may be dropped by the Internal Complaints Committee, and it shall notify the management of the same.

11. Penalties to Respondent:

If the sexual harassment complaint is proved prima-facie right to the Internal Complaints Committee based on the material and/or witness verified by them, then the Committee will recommend to the Managing Director & CEO punishment to the Respondent in terms of:

- Warning in writing
- Immediate suspension from the services
- Immediate termination
- May immediately refer the case based on the gravity and merits of the case to the local police/judiciary

12. Punishment for false complaints:

Where the Internal Complaints Committee arrives at a conclusion during or after the inquiry that the allegation against the Respondent is either malicious or false, appropriate punitive action may be taken by the Management as per service rules applicable on recommendations of the committee.

13. Sanctions and disciplinary measures:

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages/ Salary
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser

14. Confidentiality:


Notwithstanding anything contained in the Right to Information Act, 2005, contents of the complaint, the identity and addresses of the Aggrieved Woman, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Complaints Committee and the action taken by them shall not be published, communicated, or made known to the public, press and proceedings media in any manner.

15. The Management Assurance:

We at the Organization are committed towards giving every employee a just and fair hearing on issues encountered by them at the workplace with special attention to sexual harassment. Company will take very serious disciplinary action against any victimization of the employee who is complaining or the alleged harasser that may result from a complaint.

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

For Shrem Financial Private Limited
(Investment Manager for Shrem InvIT)


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Director
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