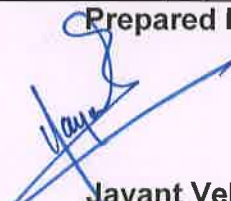




POLICY TO PREVENT AND DEAL WITH SEXUAL HARASSMENT

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Prepared By	Recommended By	Approved By	Approval Date
 Jayant Velis Associate Manager-HR	 Suryakant Shukla Group Head – HR, IR & Admin	 Rajeev Lokare CEO	24.10.2019

POLICY TO PREVENT AND DEAL WITH SEXUAL HARASSMENT

1. POLICY




1.1 Classic Industries and Exports Limited (CIEL) (the “**Company**”) is an equal employment opportunity employer and is committed to creating a healthy and productive work environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company believes that an act of sexual harassment results in the violation of fundamental rights. Such acts violate the right to equality, right to life and to live with dignity and right to practice any profession or to carry on any occupation, trade or business, which also includes a right to have a safe and healthy work environment free from sexual harassment.

1.2 In keeping with its belief that a safe a day secure work environment should be made available to all employees irrespective of sex and in terms of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules thereof, the Company adopts the policy to prevent, prohibit and punish sexual harassment of all employees at the workplace (defined hereinafter). The Company is committed to providing to all employees, who are present at the Workplace (whether or not employed/engaged by the Company) a work environment free from sexual harassment, intimidation and exploitation.

2. DEFINITIONS




2.1 “**Aggrieved Person**” means in relation to a workplace, an individual (Man or Woman) of any age whether or not employed by the company, who alleges to have been subjected to any act of Sexual Harassment by the Respondent;

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- 2.3 **“Complainant”** means and includes the Aggrieved Person and their legal heir, or such other person as may be prescribed to make a complaint on behalf of the Aggrieved Person only in cases where they are unable to make a complaint on account of their physical or mental incapacity or death or otherwise;
- 2.4 **“Employee”** means a person employed in the Company for any work on a regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a 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 expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name. The Employee shall also include the person who is working as consultant, and vendors associated with the Company;
- 2.5 **“Employer”** means any specified person responsible for the management, supervision and control of the Company.
- 2.6 **“Internal Complaints Committee”** or **“Committee”** means an Internal Complaints Committee constituted herein for the purpose of redressing complaints under this Policy;
- 2.7 **“Member”** means a member of the Internal Complaints Committee;
- 2.8 **“Respondent”** means any Employee against whom the Complainant has made a complaint under this Policy;
- 2.9 **“Sexual Harassment”** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
- (i) Physical contact and advances; or
 - (ii) A demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks; or
 - (iv) Showing pornography; or

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- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature such as sexual flirtation, touching, molestation, propositions, lewd comments, innuendos, taunts, sexual jokes or references, offensive personal references, text message, multimedia message, letters, phone call, emails, gestures, lurid stares, stalking, sounds, display of pictures, signs which offends the Aggrieved Person's sensibilities and affects their performance.

Without prejudice to the generality of the above definition, the following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior of Sexual Harassment, may also amount to Sexual Harassment:


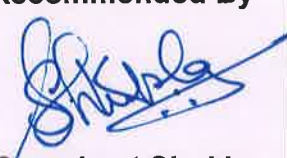

- a. Implied or explicit promise of preferential treatment in their employment; or
- b. Implied or explicit threat of detrimental treatment in their employment; or
- c. Implied or explicit threat about their present or future employment status; or
- d. Interference with their work or creating an intimidating or offensive or hostile work environment; or
- e. Humiliating treatment likely to affect their health or safety.

2.10 "**Special Educator**" shall mean a person trained in communication with people with special needs in a way that addresses their individual differences and needs.

2.11 "**Workplace**" shall mean and include:

- (i) The premises of the Company including its head office, registered office, all plants, depots, sales offices, branch offices, warehouses etc.;
- (ii) 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.

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3. SCOPE AND EFFECTIVE DATE

This Policy is applicable to all allegations of Sexual Harassment made by the Complainant against an Employee. This Policy extends to all Employees of the Company and is deemed to be incorporated in the service conditions of all Employees and comes into effect immediately.

4. INTERNAL COMPLAINTS COMMITTEE

Internal Complaints Committee has been constituted by the management of the Company to consider and redress grievances of Sexual Harassment at the Workplace of the Company in the following manner:

The Constitution of Internal Complaints Committee for workplace shall be as follows:




Location: Pune Plant

- (i) Mr. Rajeev Lokare (CEO, CIEL)
- (ii) Mr. S N Dileep (Unit Head, Pune)
- (iii) Mr. Suryakant Shukla (Group Head- HR,IR & Admin.)
- (iv) Mr. Sahebrao Mule (Plant HR Head)
- (v) Woman Representative from NGO.

Location: Chennai Plant

- (i) Mr. Rajeev Lokare (CEO, CIEL)
- (ii) Mr. K R Pillai (COO)
- (iii) Ms. Nipun Singhal (Unit Head, Chennai)
- (iv) Mr. Suryakant Shukla (Group Head- HR,IR & Admin.)
- (v) Ms. Suganya (Female employee representative from CIEL)
- (vi) Plant HR – Mr. Dinesh C
- (vii) Women Representative from NGO

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Location: Cochin Plant

- (i) Mr. Rajeev Lokare (CEO, CIEL)
- (ii) Mr. Binu Rajasekharan (Unit Head, Cochin)
- (iii) Mr. Suryakant Shukla (Group Head- HR,IR & Admin.)
- (iv) Ms. Ria Thomas (Plant HR)
- (v) Women Representative from NGO




4.1 The Presiding Officer and every Member of the Internal Complaints Committee shall hold office for such period, not exceeding three (3) years, from the date of their nomination as may be specified by the Employer.

4.2 A quorum of three (3) members is required to be present for the proceedings to take place. The quorum shall include the Presiding Officer, at least two Members, one of whom shall be a female Member.

5. GRIEVANCE REDRESSAL PROCESS

5.1 Any Aggrieved Person may make written complaint of Sexual Harassment at the Workplace in six copies (6) along with supporting documents and the names and addresses of the witnesses to the concerned Internal Complaints Committee within a period of three (3) months from the date of incident and in case of a series of incidents, within a period of three (3) months from the date of the last incident. The Internal Complaints Committee may, at its sole discretion, grant an extension of time in writing of upto three (3) months on sufficient reasons if the Internal Complaints Committee is satisfied that the circumstances were such which prevented the Aggrieved person from filing a complaint within the above said period. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee, as the case may be shall render all reasonable assistance to the person for making the complaint in writing.

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5.2 On the receipt of complaint, the Internal Complaints Committee shall send one (1) of the copies received from the Complainant to the Respondent within a period of seven (7) working days. Further the respondent shall file the reply to the Internal Complaints Committee along with the list of documents and names and addresses of witnesses within a period not exceeding ten (10) working days from the date of receipt of the copy of the complaint as stipulated above.

5.3 Internal Complaints Committee shall have the right to terminate the inquiry proceeding or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present herself or himself for three (3) consecutive hearings convened by Presiding Officer. Provided such termination or ex-parte order may not be passed without giving a prior written notice of fifteen (15) days to the party concerned.

5.4 For the avoidance of doubt, in case the Aggrieved Person is unable to make a complaint on account of their physical or mental incapacity or death or otherwise, a complaint may be filed by following persons:

- (i) On account of physical incapacity-(a) Their relative or friend; or (b) Their co-worker; Or (c) an office of the National Commission for Women or State Women's Commission; or (d) any person who has knowledge of the incident, with the written consent of the aggrieved Person;
- (iii) On account of mental incapacity-(a) Their relative or friend: or (b) a Special Educator; or (c) a qualified psychiatrist or psychologist; or (d) the guardian or authority under whose care aggrieved person is receiving treatment or care; or (e) or any person who has knowledge of the incident jointly with their relative or friend or a Special Educator or qualified psychiatrist or psychologist, or guardian or authority under whose care aggrieved person is receiving treatment or care;

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- (iii) On account of any other reason- (a) any person who has knowledge of the incident, with Aggrieved Person's written consent;
- (iv) On account of the death- (a) any person who has knowledge of the incident, with written consent of Aggrieved Person's legal heir.

5.5 The Internal Complaints Committee may, at the request of the Aggrieved Person, take steps to settle the matter between them and the Respondent through conciliation. Provided that conciliation should start before initiating an inquiry under this Policy and no monetary settlement or undue benefit shall be made as a basis of conciliation.

5.6 Where a settlement has been arrived at as above, the same shall be recorded by the Internal Complaints Committee and a copy of the same shall be forwarded to the Employer for action as recommended. No further inquiry shall be conducted by the Internal Complaints Committee in case of such settlement.

5.7 If no request for settlement through conciliation is made by the Aggrieved Person or no such settlement is arrived at or any term or condition of the settlement has not been complied with, the Internal Complaints Committee shall make an inquiry into the complaint in accordance with the principles of natural justice and the provisions of the service rules applicable to the Respondent and, where no such rules are applicable, forward the complaint to the police within a period of seven (7) days for registering a case under Section 509 of the Indian Penal Code or any other provision as may be applicable.

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5.8 At the first meeting, the Internal Complaints Committee members shall hear the Complainant and record the allegations. The Complainant can also submit any corroborative material with documentary proof, oral or written material etc. to substantiate their complaint. If the Complainant/female witness does not wish to depose personally due to embarrassment of narration of event, a female Member of the Internal Complaints Committee shall meet and record the statement.

5.9 The Internal Complaints Committee shall provide every reasonable opportunity to the Complainant and to the Respondent, for putting forward and defending their respective case and shall provide a copy of the findings to both the parties enabling them to make representations against the finding before the Internal Complaints committee.

5.10 The inquiry by the Internal Complaints Committee as above shall be completed within a period of ninety (90) days.




5.11 During the pendency of an inquiry, on a written request made by the Aggrieved Person, the Internal Complaints Committee may recommend to the Employer to:

- (i) Transfer the Aggrieved Person or the Respondent to any other Workplace; or
- (ii) Grant paid leave to the Aggrieved Person upto a period of three (3) months; or
- (ii) Grant such other relief to the Aggrieved Person as may be prescribed.

The leaves granted to the Aggrieved Person under this Policy shall be in addition to the leaves she would be otherwise entitled.

5.12 On completion of an inquiry, the Internal Complaints Committee shall, within a period of ten (10) days, provide a report of its findings to the Employer and such report shall be made available to the concerned parties.

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5.13 Where the Internal Complaints Committee arrives at the conclusion that allegation against the Respondent does not fall under the purview of Sexual Harassment or the allegation has not been proved, it shall recommend to the Employer that no action is required to be taken in the matter.

5.14 Where the Internal Complaints Committee arrives at the conclusion that allegation against the Respondent has been proved, it shall recommend to the Employer:

- (i) To consider the action for Sexual Harassment as a misconduct in accordance with the provisions of the service rules applicable to the Respondent else to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the Respondent from service or undergoing a counselling session or carrying out community service
- (ii) To deduct, notwithstanding anything in the service rules applicable to the Respondent, from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Person, as it may determine, in accordance with applicable laws;
- (iii) In case the Employer is unable to make such deduction from the salary or wages of the Respondent or in case the Respondent fails to pay the aforesaid sum, the Internal Complaints Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned district officer as per applicable law (the "District Officer").

The Employer or the District Officer shall act upon the recommendation of the Internal Complaints Committee within sixty (60) days of the receipt of the order for recovery by him.

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5.15 For the purpose of determining the sum to be paid to the Aggrieved Person, the Internal Complaint Committee shall have regard to –




- (i) The mental trauma, pain, suffering and emotional distress caused to the Aggrieved Person;
- (ii) The loss in the career opportunity due to the incident of Sexual Harassment;
- (iii) The income and status of the Respondent;
- (iv) Feasibility of such payment in lump sum or in instalments.

5.16 Where the Internal Complaints Committee arrives at a conclusion that the allegation against the Respondent is malicious or false or that any witness has given false evidence or produced forged documents, it may recommend to the Employer to take action against the Complaint or the said witness in accordance with the provisions of the service rules applicable to her or him or to take action as provided in Clause 5.14(i) above. It may be noted that a mere inability to substantiate a complaint or provide adequate proof shall not attract action against the Complainant or witness.

5.17 The contents of the complaint made hereunder, the name, identity and addresses of the Aggrieved Person, Complainant, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Complaints Committee and the action taken by the Employer shall not be published, communicated or made known to the public, press and media in any manner.

5.18 Any person aggrieved from the recommendations of the Internal Complaints Committee or the non-implementation of such recommendations may prefer an appeal to a competent court within a period of ninety (90) days from the date of recommendation.

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6. MISCELLANEOUS

6.1 The Internal Complaint Committee shall in each calendar year prepare an annual report and submit the same to the Employer.

Revision History:

Revision No.	Date	Description
01	24.10.2019	Organization Name Change Classic Auto Tubes Limited (CATL) to "Classic Industries and Exports Limited" (CIEL)
02	24.10.2019	Replace name of Internal Complaints committee members in Chennai and Cochin Plant

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