

THE ANANDA-BAG TEA COMPANY LIMITED

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

1. INTRODUCTION

- 1.1. The Ananda-Bag Tea Co. Limited is an equal opportunity employer and is committed to create a healthy work environment that enable employees to work without fear of prejudice, gender bias, sexual harassment and all forms of intimidation or exploitation. It is committed to provide a work environment that ensures every employee, irrespective of their gender is treated with dignity and respect and afforded equal treatment.
- 1.2. The policy is directed to ensure zero tolerance for sexual harassment and any act of sexual harassment will invite serious disciplinary action. This policy is meant to educate employees about what constitutes sexual harassment, the ways and means adopted to avoid occurrence of any such event, and in the unlikely chance of such an occurrence, to enable a fair mechanism for dealing with such conduct.

2. OBJECTIVE

- 2.1. Promote a workplace based on equality and respect;
- 2.2. Provide a safe and congenial work environment;
- 2.3. Awareness and sensitization about sexual harassment at the workplace;
- 2.4. Prevention and protection against sexual harassment;
- 2.5. To outline the duties, responsibilities and rights of various stakeholders involved in the process;
- 2.6. Define the implications of Sexual Harassment;

3. SCOPE AND EFFECTIVE DATE

- 3.1. Without prejudice to the provisions contained in the Act, the Policy extends to all employees of the Company; all temporary, contract employees as well as trainees, women visiting our office premises or women service providers are also governed by these guidelines.
- 3.2. The policy is deemed to be incorporated in the service condition of all employees and comes into effect immediately.

- 3.3. Where Sexual Harassment occurs to any employee of the Company as a result of an act by a third party or outsider while on official duty, the Company will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action to ensure that such harassment does not occur in future.

4. **DEFINITION AND INTERPRETATION**

- 4.1. **Act** shall mean the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013
- 4.2. The following definitions are for the ease and understanding of the employees. The exact definitions are to be referred and interpreted from the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Aggrieved party: In relation to the Workplace, any employee or visitor who alleges to have been subjected to an act of sexual harassment by the Respondent.

Employee: A person employed at a workplace for any work on 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 express or implied and includes a co- worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

Respondent: In relation to the Workplace, any employee or visitor against whom the aggrieved party has made the complaint.

Sexual Harassment: includes any of the following unwelcome acts or behavior (whether directly or by implication) namely:

Physical contact and advances; or

A demand or request for sexual favors; or

Making sexually colored remarks; or

Showing pornography; or

Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Some of the behavior/actions listed below are an indicator for employee's clarity only and should not be treated as limited to these alone.

Physical Harassment, which includes:

- Physical contact and advances;
- Intentional touching, pinching, grabbing, brushing against another's body;
- Sexual assault;

- Cornering, trapping or blocking another's pathway;
- Any physical conduct which is unwelcome;

Written or Graphic Harassment, which includes:

- Showing pornography;
- The display of pornographic material;
- Written communication that has sexual implications;
- Leering or staring at another's body and / or sexually suggestive gesturing;
- Displaying sexually visual material such as pinups, cartoons, graffiti, computer programmes, catalogues of a sexual nature;

Verbal Harassment, which includes:

- A demand or request for sexual favors;
- Making sexually colored remarks;
- A demand or request for sexual favours over promises related to employment such as work conditions, promotion, and increments. This is known as " quid pro quo" sexual harassment;
- Gesture-based harassment e.g. sexually coloured remarks;
- Making sexually suggestive or off-colour comments, threats, slurs, sexual propositions;
- Sexual jokes or teasing, misogynist humour, sexually coloured gender specific jokes;
- Sexual innuendoes and off-colour remarks;
- Comments about how someone looks, especially about parts of the body;

The following circumstances may constitute sexual harassment if it occurs or is present in relation to or connected with an act or behavior of sexual harassment:

Implied or explicit promise of preferential treatment in employment.

Implied or explicit threat of detrimental treatment in employment.

Implied or explicit threat about present or future employment status.

Interferes with work or creating an intimidating or offensive or hostile work environment.

Humiliating treatment likely to affect her health or safety.

Workplace: In addition to the place of work, it extends to any place visited by the Employee arising out of or during the course of employment, transportation provided by the employer.