



Prevention of Sexual harassment of Women at Workplace policy

LAKSHMI PRECISION SCREWS LIMITED

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The Sexual harassment of Women at workplace (prevention, prohibition and Redressal) Act, 2013 is a law that seeks to protect women from sexual harassment at their work place. Based on this Lakshmi Precision Screws Limited framed its policy on redressal of sexual Harassment, namely **LPS Prevention of Sexual harassment of Women at Workplace policy**, of which primarily objective is providing protection against sexual harassment of employee at place of work and for prevention and redressal of complaints of sexual harassment.

1. OBJECTIVE

To foster a professional, open and trustworthy workplace, where employees are treated fairly and equitably in an environment free of intimidation or any kind of sexual harassment.

2. Sexual harassment may include:-

a. **Physical contact**, Eye gesture, verbal comments, sexually coloured remarks, showing pornography or any other ungraceful physical, verbal or non-verbal conduct of sexual nature.

b. **A demand or request** for sexual favours, jokes, propositions, displaying of offensive material or other behaviour which creates a sexually tense or hostile working environment.

c. **On all or any of the above act** by any employee, then he / she will be liable to an investigation on it. If he / she is found guilty after initial investigation, will face offenses under the Indian Penal Code or under any other law, the employer shall initiate an appropriate action in accordance with law by making complaint with the legal authority.

3. SCOPE & APPLICABILITY

The policy is applicable to the all on roll and off employee of Lakshmi Precision Screws Limited and any person visiting our office/ plant as vendor, customer, Auditors etc.

4. Procedure for making complaint:

If any employee/ visitors believes that she/he is being or has been harassed, she/he should make a written complaint to HR Head or Chairman & Managing Director of the Company for initiating an enquiry into the incident/s or complaint.

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Unlawful harassment of fellow employees, including sexual harassment, is a misconduct which shall be dealt as per HR policy of the Company apart from any action as per provisions of The Sexual harassment of Women at workplace (prevention, prohibition and Redressal) Act, 2013.

An aggrieved employee can make written complaint to HR-Head or Chairman & Managing Director of the Company within three months from the date of incident of sexual harassment, and in case of series of incidents, within period of three months from the date of last incident.

This time period may be extended for further period of three months, if the complainant was prevented from making complaint for genuine reason.

4.1 LPS's Internal Complaint Committee (ICC) shall enquire into complaint of Sexual harassment.

ICC shall be comprising of:

1. Ms. Sandhya - Presiding officer
2. Ms. Pallavi Jain.-Member
3. Mr. Ankit Chaturvedi – Member
4. Mr. Parvesh Kadian - Independent Member

Tenure:

The tenure of the committee shall be for period of 3 years from the date of its nomination by the Board on its meeting on November 13, 2015

One month before expiry of tenure of the committee, the steps shall be taken by HR-Head for re-constitution of the ICC.

If any vacancy is created due to resignation of any member(s) of the committee, the committee shall be re-constituted without any failure, forthwith.

4.2 Fees and Allowances: the Independent Members shall be given allowances and reimbursement of expenses incurred for attending proceeding of Internal Complaint Committee as prescribed under Rule.

4.3 Conciliation: If complainant is willing, ICC may, before an inquiry, take steps to settle the matter with alleged person for sexual harassment, through conciliation and give written finding as agreed between them, duly signed, to both the person as well to Management for record.





- 4.4 During course of inquiry, ICC shall give both parties an opportunity of being heard. A copy of finding of ICC shall be made available to both of parties and they will have opportunity to make representation against finding of ICC.

During course of inquiry the confidentiality shall be maintained by ICC.

5. Relief:

5.1 Interim Relief: On request of aggrieved employee, transfer of aggrieved employee or the person alleged to have sexually harassed, to any other place of office.

Grant aggrieved women leave, in addition to the leave she would otherwise be entitled to, up to a period of three months.

5.2. POTENTIAL OUTCOMES: where ICC finds that allegation against person alleged to have sexually harassed the person, has been proved, then LPS will:

- Take disciplinary action against the offending employee for sexual harassment as misconduct in accordance with HR policy of LPS.
- Deduct appropriate compensation as determined by ICC from salary of offending employee for payment to aggrieved person or their legal heir.
- If, upon finding of Report of ICC, the criminal offences is proved within workplace of LPS, LPS will provide assistance to aggrieved person, for filing police complaint, if he/she chooses so.

6. Other Points for Consideration

- a. Where the Committee finds that the complaint is malicious or false or the complaint has produced any forged or misleading document disciplinary action will be taken against the complaint.
- b. If the Committee finds that any witness has given false evidence or produced any forged or misleading document during the enquiry, disciplinary action may be taken against such witness, if the witness is a member.
- c. A Complaint of sexual harassment will be treated with utmost confidentiality by all persons involved with the inquiry or having knowledge of the same.
- d. HR Department of Lakshmi Precision Screws Limited shall take necessary steps for creation of awareness, training, workshop and display at offices/ plants of the Company about sexual harassment and remedy available under Laws and policy of the Company and the name and address and contact details of Internal Complaint Committee.





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- e. ICC shall consider the provisions of the Sexual harassment of Women at workplace (prevention, prohibition and Redressal) Act, 2013 and rules made there under while conducting any inquiry and all rights of parties shall be as per above mentioned law.
- f. ICC in each calendar year shall prepare and submit Annual Report to Chief Executive of the Company, and the same shall be reported in Annual Report of the LPS mentioning following fact:
- Number of complaint received during year
 - Number of complaint disposed off.
 - Number of cases pending for more than 90 days.
 - Number of workshop or training programme organized against sexual harassment
 - Nature of action taken, if any, by LPS.
- g. Note: in case any sexual harassment complaint received against the any committee members or any committee member raise the complaint, that committee member will not be the part of that sexual harassment committee and immediately re-constituted.

For and on behalf of Board
For **LAKSHMI PRECISION SCREWS LIMITED**

LALIT KUMAR JAIN
CHAIRMAN & MANAGING DIRECTOR

