

# **POLICY ON PROHIBITION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT AT THE WORKPLACE**

## **I. OBJECTIVE AND PURPOSE OF THE POLICY:**

KAVVERI DEFENCE & WIRELESS TECHNOLOGIES LIMITED (KDWTL) is committed to creating and maintaining a secure work environment where its Employees, agents, vendors and partners can work in an atmosphere free of harassment, exploitation or intimidation whether within the office premises or other locations (all such premises and location to be hereinafter referred to as the “**Workplace**” as defined below in this Policy).

The Company believes in a zero-tolerance Policy for any form of sexual harassment at the Workplace and all allegations of sexual harassment shall be promptly dealt with.

## **II. WHAT IS SEXUAL HARASSMENT?**

Sexual harassment includes, and is not limited to, any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- Physical contact and advances;
- A demand or request for sexual favors;
- Making sexually colored remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature; including but not limited to
  - i) Verbal conduct such as epithets, derogatory jokes or comments, slurs;
  - ii) Unwanted sexual advances, invitations, or comments;
  - iii) Visual displays such as derogatory and/or sexually-oriented posters, photography; Cartoons, drawings, or gestures.

The following may also constitute sexual harassment if it occurs or is present in relation or connected with any act or behavior of sexual harassment as mentioned above:

- implied or explicit promise of preferential treatment in their employment;
- implied or explicit threat of detrimental treatment in their employment;
- implied or explicit threat about their present or future employment status;
- interfering with their work or creating an intimidating or offensive or hostile work environment;
- humiliating treatment likely to affect the health and safety of the Aggrieved Employee.

Not only face to face harassment, but sexual harassment by electronic means, through use of social media shall also constitute sexual harassment.

If any Employee has any questions relating to what constitutes sexual harassment, or if an Employee has any other questions or concerns pertaining to harassment, the same may be addressed to [reception@kavveritelecoms.com](mailto:reception@kavveritelecoms.com) and [rhk@kavveritelecoms.com](mailto:rhk@kavveritelecoms.com)

### **III. DEFINITIONS:**

**“Aggrieved Employee”** is any Employee (including a representative if the Employee 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.

**“Complaint”** means any complaint (written form) in the nature of sexual harassment made by the Aggrieved Employee.

**“Employer”** A person responsible for management, supervision and control of the workplace.

**“Investigation team”** means the a team formed by Company for redressal of Complaints of sexual harassment in accordance with the procedure laid down in this Policy.

**“Respondent”** A person against whom a Complaint of sexual harassment has been made by an Employee.

**“Workplace”** In addition to the place of work it shall also include any place where the Employee or the Respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Company.

### **IV. SCOPE - WHOM DOES THIS POLICY APPLY TO?**

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

This Policy is not limited in scope to geographical location i.e. the Company's offices or branches but includes all such places or locations where employees can experience harassment as a result of employees belonging to the organization.

Where Sexual harassment occurs as a result of an act of commission or omission by any third party at such third party's location, the Company vide its Investigation team will take all steps necessary and reasonable to assist the affected Employee.

### **V. WHOM SHOULD YOU COMPLAIN TO?**

If an Employee believes that he/she has been sexually harassed (or has information of any harassment), the Employee shall submit a written Complaint at [reception@kavveritelecoms.com](mailto:reception@kavveritelecoms.com) and [rhk@kavveritelecoms.com](mailto:rhk@kavveritelecoms.com).

The Aggrieved Employee needs to submit a written Complaint, to [reception@kavveritelecoms.com](mailto:reception@kavveritelecoms.com) and [rhk@kavveritelecoms.com](mailto:rhk@kavveritelecoms.com). The Complaint must be lodged within 03 months from the date of incident or last incident if it is a series of incidents or within the timelines specified by local laws. The Investigation

team can extend the timeline by another 03 months for reasons recorded in writing, if it is satisfied that these reasons prevented the lodging of the Complaint. Where a Complaint cannot be made in writing, the Investigation team shall render all reasonable assistance to the Aggrieved Employee to make the Complaint in writing.

## **VI. WHO CAN COMPLAIN?**

Any Employee should make in writing a Complaint of Sexual Harassment at the Workplace to [reception@kavveritelecoms.com](mailto:reception@kavveritelecoms.com). If the Employee is unable to lodge the Complaint on account of their death or physical or mental incapacity or for any other reason, their legal heirs, relatives, friends, co-workers or any person with knowledge of the incident may make a Complaint.

## **VII. CONCILIATION, INVESTIGATION AND CLOSURE**

- **Conciliation:** The Aggrieved Employee has the right to choose conciliation. Conciliation is a formal process conducted on the terms set by the aggrieved. No monetary settlement shall be made as the basis of such conciliation.
- **Investigation and Closure:** The Investigation team shall promptly and thoroughly investigate the Complaint referred to and submit a report of its findings.

Every Employee needs to provide co-operation to the investigation and any failure to co-operate will be deemed a contravention of the organization Policy.

## **VIII. PROCEDURE AND TIMELINES**

- A Complaint should be made by an employee in writing to the Company within a period of 03 months of the incident or last of the incidents.
- The Company shall send a copy of the Complaint to the Respondent within 07 working days and the Respondent shall be required to submit the reply as well as supporting documents, if any within 10 working days.
- The Investigation shall be completed within 90 days and submit its recommendations and/or the penalty to be imposed within 10 days from the date of the completion of inquiry to the Employer and such report shall also be forthwith made available to the Aggrieved Employee and Respondent.
- Further, the Employer shall take action as per Investigation team recommendations within 60 days of receipt of the inquiry report.

## **IX. POST INQUIRY**

Post enquiry, based on the investigation report, the Company shall decide on the appropriate action against the Respondent. If the Company determines that sexual harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any Respondent determined by the Company to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to, and including termination

## **X. CONFIDENTIALITY**

The contents of the Complaint, the identity and addresses of the Aggrieved Employee, Respondent and witnesses and any information relating to conciliation and inquiry proceedings, recommendations of the Investigation team are confidential. Any breach of the above can lead to action will be taken by the Investigation team.

## **XI. FALSE ACCUSATIONS/ TESTIMONY**

If, after investigation, it becomes clear that the Aggrieved Employee or any other person making the Complaint, made a false accusation (including producing forged or misleading documents) against the Respondent, the Aggrieved Employee or any other person making the Complaint would become liable for appropriate disciplinary action. However, a mere inability to substantiate a Complaint or provide an adequate proof shall not attract action against the Aggrieved Employee. The malicious intent on the part of the Aggrieved Employee shall be established after an inquiry in accordance with the procedure prescribed by the Investigation team before any action is recommended.

The witness whose testimony if proven to be false, will face consequences of their actions.

## **XII. COMPANY'S INVESTIGATION TEAM**

### **Presiding Officer**

Mrs. R H Kasturi ([rhk@kavveritelecoms.com](mailto:rhk@kavveritelecoms.com))

### **Members**

Mr. Shivkumar Reddy ([sreddy@kavveritelecoms.com](mailto:sreddy@kavveritelecoms.com))

Mrs Sharin ([reception@kavveritelecoms.com](mailto:reception@kavveritelecoms.com))