

**ANTI SEXUAL HARASSMENT POLICY
OF
SICAL LOGISTICS LIMITED**

Date of approval from the board of directors : September 03, 2024

I. TITLE

This Policy shall be called the 'Anti Sexual Harassment Policy' ("**Policy**").

II. PURPOSE

- a. The Government of India has promulgated The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 ("**Act**") which has come into force on 9th December, 2013 on prevention of sexual harassment against female employees at the workplace. The Supreme Court of India has also directed companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment.
- b. Any person making unwelcome physical contact and explicit sexual overtures, demanding or requesting sexual favours, making sexually coloured remarks or showing pornography against the will of a woman shall be guilty of the offence of Sexual Harassment under the Act. The offence shall be punishable under Section 354A of the Indian Penal Code 1860 with the punishment ranging from simple to rigorous imprisonment, for a term of one year to three years, or with fine, or with both.
- c. Sical Logistics Limited ("**Company**" "or "**Sical**") aims to provide a safe working environment and prohibits any form of sexual harassment. The Company is committed to create a safe and healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all its employees have the human right to be treated with dignity. Sexual Harassment at the workplace or in the course of official duties, if involving employees of the Company shall be considered a grave offence, and is therefore, punishable under the applicable laws.
- d. Accordingly, the Company has formulated this Policy called as "The Anti Sexual Harassment Policy" to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. This Policy intends to prohibit occurrences of any form of sexual harassment and also details procedures to follow when an employee believes that a violation of the Policy has occurred within the ambit of all applicable regulations regarding sexual harassment.
- e. Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of Policy.
- f. Violation of this Policy will call for strict disciplinary action up to and including termination.
- g. This Policy has been framed specifically in compliance with the requirements of the Act along with the rules framed therein.
- h. This Policy seeks to assist individuals who believe that they have been subjected to such behaviour with appropriate support and remedial action.

III. APPLICABILITY

The Policy will extend to all employee of Sical Logistics Limited and its subsidiary companies (hereinafter referred to as the "Company") including those employed on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, whether for the remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes contract worker, probationer, trainee, apprentice or called by any other such name.

The Policy also extends to those who are not employees of the Company such as customers, visitors, vendors, contractual resources, secondees and suppliers; and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours and it is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

IV. Definitions

- a) **"Aggrieved woman"** means in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- b) **"Board"** means the Board of directors of the Company;
- c) **"Complainant"** means any Aggrieved woman who makes a complaint alleging sexual harassment under this Policy.
- d) **"Employer"** means any person responsible for the management, supervision and control of the Workplace.
- e) **"Employee"** means 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;
- f) **"Indian Penal Code"** means the Indian Penal Code, 1860, as amended;
- g) **"Member"** means a member of the Internal Committee;
- h) **"Parties"** means collectively the complainant and the respondent;
- i) **"Presiding Officer"** means the presiding officer of the Committee and shall be a woman employed at a senior level at the Workplace amongst the Employees;
- j) **"Respondent"** means a person against whom a complaint of sexual harassment has been made by the Aggrieved woman.
- k) **"Sexual Harassment"** includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- i. Any unwelcome sexually determined behaviour, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed namely:
 - a) Physical contact and advances; or demand or request for sexual favors, in return for employment, promotion, examination or evaluation of a person towards any company activity;
 - b) Making sexually colored remarks including but not limited to vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures, lurid stares etc.;
 - c) Showing of pornography;
 - d) Physical contact and advances such as touching, stalking, molestation, sounds, display of pictures, signs which have explicit and/or implicit sexual connotation/overtone in the work area and work related areas;
 - e) Verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance and has sexual connotation/overtone/nature;
 - f) Teasing, voyeurism, innuendos and taunts, physical confinement and/or touching against one's will and likely to intrude upon one's privacy;
 - g) Act or conduct by a person in authority which creates the environment at Workplace hostile or intimidating to a person belonging to the other sex; or
 - h) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- ii. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any sexually determined act or behaviour may amount to 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 the present or future employment status;
 - Interference with her work or creating an intimidating or offensive or hostile work environment;
 - or
 - Humiliating treatment likely to affect her health or safety.

An alleged act of Sexual Harassment committed during or outside of office hours falls under the purview of this policy.

“Workplace”: In addition to the place of work (head office/ branch offices/units/locations/premises/establishment owned or controlled by the Company), it shall also include any place where the Aggrieved woman or Respondent visits in connection with his/her work, arising out of or during the course of employment including transportation provided for undertaking such journey.

V. Roles and Responsibilities

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

- a) Refusing to participate in any activity which constitutes harassment;
- b) Supporting the person to reject unwelcome behaviour; or
- c) Acting as a witness if the person being harassed decides to file a complaint

VI. **Redressal Mechanism-Formal Intervention**

In compliance with the Act, if the Complainant's warrants formal intervention, the Complainant needs to file a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complainant will be provided all the reasonable assistance for filing the complaint in writing.

a) **Composition of Internal Complaints Committee**

To prevent instances of Sexual Harassment and to receive and effectively deal with complaints pertaining to the same, Internal Complaints Committee (hereinafter referred to as "**IC Committee**") has been constituted for the Workplace of the Company.

The IC Committee will comprise of:

- **Presiding Officer:** A woman employed at a senior level at Workplace.
- **At least 2 members from amongst employees**, committed to the cause of women or who have had experience of social work or have legal knowledge.
- **1 external member** from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Provided that at least one half of the total members nominated shall be women.

The IC Committee will be responsible for:

- i. Receiving complaints of Sexual Harassment at the Workplace;
- ii. Initiating and conducting inquiry as per the established procedure;
- iii. Submitting a report of its findings and recommendations of inquiries;
- iv. Coordinating with the Employer in implementing appropriate action;
- v. Maintaining strict confidentiality throughout the process as per established guidelines; and
- vi. Submitting annual reports in the prescribed format.

IC Committee members

The IC Committee will handle the complaints received from all the Workplace.

For IC Committee constitution at the various locations, members will be chosen from the respective Workplace to participate in the investigations/prevention of sexual harassment related initiatives that are required to be conducted.

b) **Filing a complaint**

The Complainant needs to submit a detailed complaint (six copies), along with any documentary evidence available and names and addresses of witnesses, to any of the IC Committee members at the Workplace. Alternatively, the Complainant may send complaint via email at hr.del@pristinelogistics.com.

The complaint must be filed **within 3 months** from the date of incident/ last incident. The Committee can extend the time limit by **another 3 months** for reasons recorded in writing, if satisfied that the circumstances were such which prevented the filing of the complaint.

In case the Complainant cannot file the complaint in writing, the Presiding Officer or any Member of the IC Committee shall render all reasonable assistance to the Aggrieved woman for making the complaint in writing.

If the Aggrieved woman is unable to file the complaint on account of her physical incapacity, the complaint may be filed by-

- Her relative or friend;
- Her co-worker;
- Any officer of the National Commission for Women or State Women's Commission;
- Any person who has knowledge of the incident, with the written consent of the Aggrieved woman.

If the Aggrieved woman is unable to file the complaint on account of her mental incapacity, the complaint may be filed by-

- Her relative or friend;
- A special educator i.e. a person trained in communication with people with special needs in a way that addresses their individual differences and needs;
- A qualified psychiatrist or psychologist;
- The guardian or authority under whose care she is receiving treatment or care;
- Any person who has the knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or physiologist, or guardian or authority under whose care she is receiving treatment or care

If the Aggrieved woman 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 her written consent.

If the Aggrieved woman is deceased, a complaint may be filed by any person who has the knowledge of the incident, with the written consent of her legal heir.

The IC Committee will maintain a register to endorse the complaint received by it.

c) Resolution procedure through conciliation

Once the complaint is received, before initiating the inquiry the IC Committee may take steps to conciliate the complaint between the Complainant and the Respondent. **This is only if requested by the Aggrieved woman.**

It is made clear to all parties that conciliation in itself does not necessarily mean acceptance of complaint by the Respondent. It is a practical mechanism through which issues are resolved.

In case a settlement is arrived at, the IC Committee shall record and report the same to the Employer for taking appropriate action. Resolution through conciliation happens **within 2 weeks** of receipt of complaint.

No monetary settlement shall be made as a basis of conciliation.

The IC Committee provides copies of the settlement to the Complainant & the Respondent. Once the action is implemented, no further inquiry is to be conducted.

d) **Resolution procedure through formal inquiry**

Conducting Inquiry

The IC Committee will initiate inquiry in the following cases:

- No conciliation is requested by Aggrieved woman;
- Conciliation has not resulted in any settlement;
- Aggrieved woman informs the IC Committee that any term or condition of the settlement arrived through conciliation, has not been complied with by Respondent.

The IC Committee proceeds to make an inquiry into the complaint within a period of **1 week** of its receipt of the original complaint/closure of conciliation.

Manner of inquiry into complaint:

- Complainant should submit the complaint along with supporting documents and the names and addresses of the witnesses.
- All proceedings of the inquiry are to be documented.
- The IC Committee will hold a meeting with the Complainant **within 7 days** of receipt of the complaint, but not later than 10 days in any case.
- At the first meeting, the IC Committee members shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady Employees involved and a male officer for male Employees, involved shall meet and record the statement.
- Upon receipt of the complaint, the IC Committee shall send 1 copy of the complaint to Respondent **within 7 working days**.
- Respondent shall file his reply with all supporting documents including names and addresses of witnesses within a period of **not exceeding 10 working days** from the date of receipt of copy of complaint.
- The Complainant shall be provided with a copy of reply submitted by the Respondent.
- The IC Committee will hear the Respondent separately and impartially. The Respondent is given full opportunity to respond and provide any evidence etc.
- If the Complainant or Respondent desires to cross examine any witnesses, the Committee shall facilitate the same and record the statements. In case Complainant or Respondent seeks to ask questions to the other party, the Parties may give such queries to the Committee which shall ask them and record the statement of the other party.

- The IC Committee shall provide every reasonable opportunity to the Complainant and the Respondent for putting forward and defending their respective case.
- In the event the complaint does not fall under the purview of sexual harassment or the complaint does not mean an offence of sexual harassment, the same would be dropped after recording the reasons thereof
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- The IC Committee will inquire into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer shall be present.

Any such inquiry is to be completed, including the submission of the inquiry report, **within 90 days** from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties. The Committee shall communicate its findings and its recommendations for action to the human resources department. The report of the committee shall be treated as an enquiry report on the basis of which an erring Employee can be awarded appropriate punishment straightaway.

Interim relief during pendency of the inquiry

On a written request made by the Aggrieved woman, the IC Committee may recommend the Employer to –

- Transfer the Aggrieved woman or the Respondent to any other Workplace;
- Grant leave to the Aggrieved woman up to a period of 3 months, in addition to the leave she would be otherwise entitled to;
- Restrain the Respondent from reporting on the work performance of the Aggrieved woman or writing her confidential report, and assign the same to another officer;
- Grant such other relief as may be appropriate.

Once the recommendations of interim relief are implemented, the Employer will send the report of such implementation to the IC Committee.

Termination of Inquiry

The IC Committee may terminate the inquiry or give an ex-parte decision, if Complainant or Respondent fails, without sufficient cause, to present herself or himself for 3 consecutive hearings.

15 days' advance notice in writing will be given to the party, before termination or ex-parte order.

Action to be taken after inquiry

On completion of an inquiry the IC Committee shall submit its report containing the findings and recommendations to the Employer, **within 10 days** from the date of completion of the inquiry.

The findings and recommendations shall be reached from the facts established and will be recorded accurately.

Complaint unsubstantiated

Where the IC Committee arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Employer that no action is required to be taken in this matter.

Further, the IC Committees shall ensure that both parties understand that the matter has been fully investigated and is concluded.

Complaint substantiated

Where the IC Committee arrives at the conclusion that the allegation against the Respondent has been proved, it recommends to the Employer-

- i. to take necessary action for Sexual Harassment as misconduct, in accordance with the applicable service rules and policies, and this may include:
 - Written apology to be tendered by Respondent;
 - Written warning;
 - Censure or reprimand;
 - Withholding promotion and/or increments;
 - Termination;
 - Counselling session;
 - Any other action that the management may deem fit.
- ii. To deduct, notwithstanding the service rules applicable to the Respondent, from the salary or wages of the Respondent such sum as it may consider appropriate in accordance with the Act, to be paid to the Aggrieved woman or to her legal heirs.

In case the Employer is unable to make such deduction from the salary of the Respondent due to his being absent from the duty or cessation of employment it may direct to the Respondent to pay such sum to the Aggrieved woman. In case the Respondent fails to pay the sum, the IC Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

The Employer shall act upon the recommendations within 60 days and confirm to the IC Committee

Post-implementation of the actions, follow up with the Complainant will be done to ascertain whether the behaviour has in fact stopped, the solution is working satisfactorily and if no victimization of either party is occurring. This follow up is to be undertaken by HR of the Company.

VII. Protection to Complainant

The Company is committed to ensuring that no Employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

VIII. Penal Consequences of Sexual Harassment

In case the IC Committee finds the degree of offence coverable under Section 354A of the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Employer, for making a police complaint wherein the person charged with Sexual Harassment may be arrested without a warrant.

IX. Malicious Allegations

Where the IC Committee arrives at the conclusion that the allegation against the Respondent is malicious or the Aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the Aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Employer to take action against the woman or the person making the complaint.

The action recommended should be similar to the ones proposed for the Respondent in case of substantiated complaints.

While deciding malicious intent, the IC Committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

X. Confidentiality

The identity and addresses of the Aggrieved woman, Respondent, witnesses, any information and evidences obtained during the conciliation and inquiry proceedings, recommendations of the IC Committee and action taken by the Employer is considered to be confidential materials, and not be published or made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed under the Act.

XI. Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, **within 90 days** of the recommendations being made.

XII. Amendments

This Policy shall be reviewed periodically by the Board and amendments effected to subject to approval of the Board if and when practical difficulties are encountered. However, all such amendments are subject to applicable laws, rules and regulations to the Company, from time to time.

XIII. Awareness

Awareness sessions are to be organized to:

- Promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;
- Carry out orientation programs and seminars for the Members of the IC Committee;
- Conduct capacity building and skill building programs for the Members of the IC Committee;
- Declare the names and contact details of all the Members of the IC Committee;
- Use modules developed by the State Governments to conduct workshops and awareness programs for sensitizing the employees with the provisions of the Act.

XIV. Preparation of Annual Report

The IC Committee shall in each calendar year prepare, in such format as may be prescribed, an annual report and submit the same to the Employer and the District Officer (as defined in the Act).

The report shall have the following details:

- number of complaints of Sexual Harassment received in the year;
- number of complaints disposed of during the year;
- number of cases pending for more than 90 days;
- number of workshops or awareness program against Sexual Harassment carried out; and
- nature of action taken by the Employer or District Officer.