



## SENCO GOLD LIMITED

# POLICY FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARRASSMENT AT WORKPLACE (POSH POLICY)

---

Approved by the Board on 13<sup>th</sup> February 2025

### **SENCO GOLD LIMITED**

**CIN: L36911WB1994PLC064637**

#### **Registered & Corporate Office:**

Diamond Prestige, 41A, A.J.C. Bose Road, 10<sup>TH</sup> Floor  
Unit no. 1001, Kolkata- 700017, West Bengal, India



**POLICY FOR PREVENTION, PROHIBITION AND REDRESSAL  
OF SEXUAL HARRASSMENT AT WORKPLACE  
(POSH POLICY)**

**Table of Contents**

**Page No.**

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Organisational Approach towards Sexual Harassment .....</b>	<b>3</b>
<b>3. Policy Overview &amp; Objective .....</b>	<b>3</b>
<b>4. Scope .....</b>	<b>4</b>
<b>5. Definitions .....</b>	<b>5</b>
<b>6. Constitution of ICC.....</b>	<b>7</b>
<b>7. Complaint Procedures .....</b>	<b>8</b>
<b>8. Redressal .....</b>	<b>9</b>
<b>9. Conciliation .....</b>	<b>9</b>
<b>10. Inquiry Process.....</b>	<b>10</b>
<b>11. Interim Measures after Complaint is Lodged .....</b>	<b>11</b>
<b>12. False and Malicious Complaint .....</b>	<b>11</b>
<b>13. Disciplinary Actions .....</b>	<b>11</b>
<b>14. Protection against Victimization .....</b>	<b>12</b>
<b>15. Third Party Harassment .....</b>	<b>12</b>
<b>16. Employee Initiatives for Reporting Sexual Harassment .....</b>	<b>12</b>
<b>17. Preventive Measures - Training and Awareness .....</b>	<b>12</b>
<b>18. Implementation of this Policy .....</b>	<b>13</b>
<b>19. Obligation of the Management .....</b>	<b>13</b>
<b>20. Annual Report .....</b>	<b>13</b>
<b>21. Confidentiality .....</b>	<b>13</b>
<b>22. Disclaimer .....</b>	<b>13</b>
<b>23. POSH COMMITTEE MEMBERS.....</b>	<b>14</b>

## 1.0 INTRODUCTION

SENCO GOLD LIMITED (hereafter referred to as “**SENCO/Company**”) is an equal employment opportunity company and is committed in creating a healthy working environment that enables Employees to work without fear of prejudice, gender bias and Sexual Harassment. SENCO believes that Sexual Harassment at the workplace and/or other than Workplace is a grave offence and is, therefore, punishable.

SENCO GOLD LIMITED recognises that Sexual Harassment is a manifestation of power relations and often occurs within unequal relationships in the workplace, for example – between Managers or Supervisors and Employees. Sexual Harassment involves unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and /or intimidated. Inappropriate behaviours which constitute Sexual Harassment may include conduct of a physical, verbal, non-verbal and /or emotional nature with overtones of sexuality. It includes:

**1.1** Situations where a person is asked to engage in sexual activity with or without it being a condition of that person's employment or an inducement for career growth.

**1.2** Situations which create an environment that is hostile, intimidating or humiliating for the recipients.

**1.3** Conducts or actions that may unreasonably interfere with another individuals' work performance; such conducts include – but is not limited to – words, indirect signs, jokes, pranks, intimidation and/or physical violence which are of a sexual nature or directed towards an individual's gender.

**SENCO also believes that all Employees of the organisation - its Branches, Factories, Corporate and Regional offices, its Subsidiaries, Franchisees, Group Companies, Directors, Interns (whether paid or unpaid), Contract workers, Visitors or Clients, Suppliers or other persons who have dealings with the Company presently and also in future have the right to be treated with dignity.**

## 2.0 ORGANIZATIONAL APPROACH TOWARDS SEXUAL HARASSMENT:

**2.1** SENCO GOLD LIMITED follows a ZERO TOLERANCE POLICY towards any forms of Sexual Harassment at Workplace and will not condone any forms of Sexual Harassment.

**2.2** The Organizational Sexual Harassment Policy has been framed by SENCO GOLD LIMITED incorporating all the modalities and regulatory needs of The POSH Act 2013.

**This Policy is intended to protect all Employees of the organisation - its Branches, Factories, Corporate and Regional offices, its Subsidiaries, Franchisees, Group companies, Directors, Interns (whether paid or unpaid), Contract workers, Visitors or Clients, Suppliers or other persons who have dealings with the Company presently and also in future including Women, Men and any other Third genders associated with the Company from any forms of Sexual Harassment.**

## 3.0 POLICY OVERVIEW & OBJECTIVES:

This policy and matters stated herein (“**Policy**”) has been developed with the purpose to define actions, which may be termed as “Sexual Harassment”, and the corresponding disciplinary measures that may be used by SENCO to deter the occurrence of such actions.

**3.1** This Policy follows the directive of the Supreme Court of India to develop and implement a policy against Sexual Harassment at workplace and the provisions under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (the “**Act**”).

**3.2** With this Policy we aim to follow a permanent mechanism for prevention of and redressal of Sexual Harassment at SENCO.

**3.3** With this Policy we aim at creating an environment free from Sexual Harassment and other acts of gender related violence at SENCO.

**3.4** All Complaints of Sexual Harassment will be taken seriously and be treated with respect and confidentiality.

**3.5** All incidents of Sexual Harassments will be investigated in detail. Any person found to have sexually harassed any person associated with the organisation will face disciplinary actions up to and including dismissal from employment.

## 4.0 SCOPE

The Policy on Sexual Harassment applies to incidents occurring within or outside SENCO premises and involves any Employee of SENCO, including those in Branches, Factories, Corporate and Regional Offices, Subsidiaries, Franchisees, Directors, Group companies as well as Interns (whether paid or unpaid), Contract Workers, Visitors, Clients, Suppliers or any individuals dealing with the Company presently and also in future. It covers harassment complaints made by or against any person associated with SENCO, irrespective of gender (Women, Men, or Third Gender).

**4.1** This policy applies to SENCO GOLD LIMITED, including its Employees, Branches, Factories, Corporate and Regional Offices, Subsidiaries, Franchisees, Directors, Group Companies, Interns (paid or unpaid), Contract Workers, Visitors, Clients, Suppliers, and any individuals interacting with the Company presently and also in future, regardless of gender (Women, Men, or Third Gender).

**4.2** The scope of this policy extends beyond SENCO GOLD LIMITED premises, covering Corporate Events, Social Events, Business Trips, Training Sessions, Conferences, and Company Guest Houses attended by any Employee of SENCO, including those in Branches, Factories, Corporate and Regional Offices, Subsidiaries, Franchisees, Directors, Group companies as well as Interns (whether paid or unpaid), Contract Workers, Visitors, Clients, Suppliers or any individuals dealing with the Company presently and also in future. It covers harassment complaints made by or against any person associated with SENCO, irrespective of gender (Women, Men, or Third Gender).

**4.3** Any Employee of SENCO, including those in Branches, Factories, Corporate and Regional Offices, Subsidiaries, Franchisees, Directors, Group companies as well as Interns (whether paid or unpaid), Contract Workers, Visitors, Clients, Suppliers or any individuals dealing with the Company presently and also in future can be a victim of sexual harassment at the workplace and the POSH Act is designed to protect all such individuals from unwanted sexual conducts directed against them.

### Examples of Sexual Harassment

The section defines Sexual Harassment with some examples. It is important to note that the sexual harassment can include any conduct of a sexual nature – whether direct, indirect, subtle, verbal, virtual, physical or emotional which is unwanted and unwelcomed by the recipient.

#### Example of Physical Conduct

- ✚ Unwelcomed Physical conduct including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching.
- ✚ Physical violence including sexual assault
- ✚ Sexual suggestion, request for sexual favours, sexual displays
- ✚ Showing any pornographic words or pictures or videos
- ✚ Any sexual gestures

#### Example of Verbal Conduct

- ✚ The use of job-related threats or rewards to solicit sexual favours.
- ✚ Comments on an employee's appearance, age, private lives etc.
- ✚ Sexual comments, stories or jokes
- ✚ Repeated and unwanted invitations for dates or physical intimacies

#### Example of Non-Verbal Conduct

- ✚ Display of sexually explicit or suggestive materials
- ✚ Sexually suggestive gestures
- ✚ Leering
- ✚ Whistling
- ✚ Voyeurism
- ✚ Stalking
- ✚ Gesture or act intended to insult modesty of an employee.

### Example of Social Media and Virtual Conduct

- ✚ Sharing of suggestive messages linked with sexual harassment
- ✚ Sharing of obscene pictures, audio or video contents
- ✚ Sexually tinged jokes, emojis or GIFs
- ✚ Obsessive unwanted messaging or virtual communication or any other forms
- ✚ Forwarding any social media material of a sexual nature
- ✚ Posting on social media platform that directly or indirectly projects any employee of the organization in an unfavourable sexual light.
- ✚ Any posting that are obsessive, sexually oriented or suggestive

### 5.0 DEFINITIONS

In this Policy a word or phrase to which a meaning has been assigned in Section 5.0 on definitions has that meaning, unless the context is otherwise required:

**5.1 Complainant / Aggrieved party:** Any person, whether employed by SENCO or not, who alleges sexual harassment by a respondent. This includes SENCO Employees, Directors, Interns, Contract Workers, Visitors, Clients, Suppliers, and any individuals dealing with the Company across its Branches, Factories, Offices, Subsidiaries, and Franchisees presently and also in future.

**5.2 Respondent / Alleged Accused:** A person against whom the aggrieved party has made the complaint.

**5.3 Employee:** "Employee" means any person employed at the workplace for any work on regular, temporary, *ad hoc* or daily wage basis employed with SENCO, directly/through an agent including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on voluntary basis or otherwise, whether the terms of employment are express/implied and includes a co-worker/ contractor / probationer/ trainee / apprentice or called by any other such name.

#### 5.4 Employer:

- a) Any organization, undertaking, establishment, enterprise, institution, office, branch, subsidiaries, Group Companies or unit of SENCO, the head of that department, organization, undertaking, establishment, enterprise, institution, office, branch, subsidiaries, Group Companies or unit or such other officer as designated by SENCO.
- b) In any Workplace not covered in (a) above, any person responsible for the management, supervision and control of the Workplace. The term "management" includes the person or board or committee responsible for formulation and administration of policies for SENCO.
- c) In relation to Workplace covered under (a) and (b) above, any person discharging contractual obligations with respect to his or her Employees.

**5.5 Company:** Any person responsible for the management, supervision and control of the workplace and the person discharging contractual obligations with respect to his/her employees.

#### 5.6 Workplace:

- a) Any department, organization, undertaking, establishment, enterprise, institution, office, branch unit or subsidiaries which is established, owned, controlled by SENCO.
- b) Any place visited by the Employee arising out of or during the tenure of employment including transportation provided by SENCO for undertaking such journey.
- c) In case an employee is travelling on Company businesses, Hotel or Company's Guest House wherever the employee is staying, places visited etc. will be considered as workplace.

**5.7 Sexual Harassment:** One or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- ✚ Physical contact and advances; or
- ✚ A demand or request for sexual favours; or
- ✚ Making sexually coloured remarks; or

- ✚ Showing pornography; or
- ✚ Voyeurism
- ✚ Stalking / Digital Stalking (Copying WhatsApp/ Facebook/ Instagram profile pictures without consent, commenting on photos posted on social media without consent)
- ✚ Insisting fellow colleague to switch on the camera beyond office hours or calling beyond office hours without any purpose of business.
- ✚ Sending inappropriate emoticons
- ✚ Wearing clothes which are inappropriate during online meetings with video on and at workplace.
- ✚ Having inappropriate virtual background with objectionable content on video call.
- ✚ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Additionally, if any of the following situations occur in connection with an act of Sexual Harassment, they may be considered as Sexual Harassment:

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

**5.8 Complaint/Grievance:** An official statement over something believed to be wrong or unfair- allegation or concerns raised by a Complainant or others about impact on ability to execute deliverables feeling uncomfortable, wanting to stop actions or events.

**5.9 District Officer:** Officer designated by the Government to exercise power or discharge functions under the Sexual Harassment of Women at Workplace Act' 2013.

#### **5.10 Local Complaints Committee (LCC)**

A statutory body established at the district level under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The LCC addresses and investigates complaints of sexual harassment in workplaces where an Internal Complaints Committee (ICC) has not been set up or where the complaint is against the employer. The LCC ensures protection and redressal for employees, especially in smaller establishments or unorganized sectors where ICC has not been constituted due to having less than 10 workers.

#### **5.11 Member:**

- ✚ **Internal Member:** Is a person from SENCO who is part of the Internal Complaints Committee
- ✚ **External member:** Is a person NOT associated with SENCO and/or any of its' subsidiaries / associate companies from a non-governmental organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment.

**5.12 Presiding Officer/Chairperson:** Nominated senior woman Employee from the workplace/other administrative units/office/ organization to head ICC. She will be responsible for the upkeep of the ICC.

**5.13 Conciliation:** A settlement or compromise agreement between Complainant and alleged accused (charged of Sexual Harassment or violation of any parameters as provided in this Policy) in presence of ICC. Such settlement or compromise agreement evidences an acknowledgment of past wrongdoing and an intention to correct the consequences of the past actions and to desist from future violations.

#### **5.14 Disciplinary Authority**

The person/ people who will be responsible/ will ensure the execution of disciplinary action recommended by the ICC. The Managing Director of SENCO shall be the Disciplinary Authority under the Policy.

### 5.15 INTERNAL COMPLAINTS COMMITTEE (ICC)

The Act requires “Every employer of a workplace shall, by an order in writing, constitute a committee to be known as the **“Internal Complaints Committee.”**

This is a mandatory council in an establishment employing 10 or more Employees, to be appointed by an order in writing. It has the powers of a Civil Court under the Civil Procedure Code, 1908, for summoning, production of documents etc. Half of the membership in ICC should be women. It is the responsibility of ICC to prepare and submit an annual report to the Employer and the District Officer. ICC may be constituted at all or any offices, branch and administrative units of SENCO as may be required to give effect to this Policy.

On the completion of an inquiry under this act, the ICC or LCC as the case may be, shall provide a report of its findings to the employer, or as the case may be to the District Officer within a period of 10 days from the date of completion of the inquiry and such report be made available to the concerned parties.

Complying by the provisions of the Act, a committee is appointed by the Managing Director to manage any complaints of Sexual Harassment and deals with all cases of alleged Sexual Harassment and otherwise governed by this Policy.

### 6. CONSTITUTION OF ICC:

To address grievances related to Sexual Harassment, an Internal Complaints Committee (ICC) will be established with the following members:

- ✚ **Presiding Officer:** A senior-level female employee. If unavailable, a woman from another office/unit will be nominated.
- ✚ **Internal Member:** At least two members from the internal employees with a commitment to women's causes, social work experience, or legal knowledge.
- ✚ **External Member:** From an NGO or association dedicated to women's rights or someone familiar with Sexual Harassment issues.

**Members will serve a term of up to three years.** The ICC composition may be updated as needed and similar mechanisms will be adopted at other workplaces.

**6.1 Powers of ICC:** The POSH Act 2013 mandates the setting up of an Internal Complaints Committee to which all complaints of sexual harassment at the workplace under POSH are to be addressed:

- a) ICC shall be empowered to carry out the mandate of the Policy.
- b) ICC to have the powers of the civil court under the Civil Procedure Code, 1908.
- c) ICC has rights to summon a person from other organization too (if required for the inquiry).
- d) ICC shall have both protective as well as corrective powers.
- e) Sexual harassment complaints are **not to be lodged** with the **HR department or the Department Head or the Management but only to the POSH Committee Members.**
- f) The IC is responsible for enquiry, investigation and disciplinary actions against the complainants based on a written complaint received by an aggrieved complainee.
- g) The IC will consist of at least 4 members who are to be nominated by the organization.
- h) The presiding officer of the IC must be a senior woman employee of the organization.
- i) The other IC members are individuals from the organization of which at least two should have an interest and experience in the cause of women's rights.
- j) The IC should also have one external member who has a background relevant to the redressal of sexual harassment of employees at the workplace, independent and preferably some training in law or dispute resolution. Women should constitute at least half of the IC.
- k) The IC members will be trained in the provisions of the POSH Act and sensitize towards sexual misconducts.

**6.2 Quorum of ICC:** The quorum of each ICC shall be two- third of the membership; this includes the member of the ICC nominated from outside the SENCO to be present in person or otherwise. **Proxy attendance is not allowed in the ICC unless otherwise communicated in writing by the Presiding Officer in this regard.**

**6.3 KNOW YOUR INTERNAL COMMITTEE and IC members:** The organisation will prominently display the names and contact details of all the IC members at all units of SENCO GOLD LIMITED and on all the notice boards.

**6.4 ASSOCIATES RESPONSIBILITY:** All Employees of the organisation - its Branches, Factories, Corporate and Regional offices, its Subsidiaries, Franchisees, Group companies, Directors, Interns (whether paid or unpaid), Contract workers presently and also in future are obligated to:

**6.5** Know and comply with SENCO policy and procedure.

**6.6** Report any form of discrimination and encourage harassment-free Workplace by taking immediate action if they:

- i. *Feel uncomfortable because of someone's harassing, sexually suggestive, abusive, discriminatory or inappropriate behaviour.*
- ii. *Believe that another's comment or actions are harassing, sexually suggestive, abusive, discriminatory or inappropriate in a work environment.*
- iii. *Believe that their ability to do their job is impacted by another's harassing, sexually suggestive, abusive, discriminatory or inappropriate behaviour.*

**6.7 MANAGERS RESPONSIBILITY:** A Manager is the reporting authority or any individual responsible for the work outcomes and has a reporting relationship with the complainant within the company. He/she is also responsible for providing a work environment free from unlawful discrimination and harassment, including sexual harassment.

**6.7a** When a manager is notified of a complaint regarding:

- i. Alleged discrimination; or
- ii. Sexual Harassment by an Employee; or
- iii. Application; or
- iv. Guest; or
- v. Customer; or
- vi. Member; or
- vii. Contractor or Vendor

Or observes / overhears / is informed of alleged inappropriate behaviour or comments, the Manager must take action to ensure that the conduct is promptly reported to the ICC for further investigation and prompt, appropriate corrective action to be taken if warranted.

**6.7b** Support Victims.

**6.7c** Cooperate with investigations.

**6.8** Every Manager and HOD of every department of Senco, its Subsidiaries, Group Companies, Branches, Factories, Corporate and Regional offices and all the locations mentioned in the definition of workplace is responsible for ensuring that all their employees are fully informed about the policy and consistently attend the annual refresher training without fail.

## **7.0 COMPLAINT PROCEDURES**

An aggrieved Employee, Manager or any Employee or witness to the incident can lodge a formal complaint/Grievance against an employee/third party (Alleged accused) to the organization's Internal Committee (IC) **within 90 days** of the incident of sexual harassment at the workplace.

The complaint must include the following details:

**7.1** Complete details of incident(s) with dates and locations.

**7.2** Complaint may be lodged orally or in writing to the Internal Complaints Committee directly or by calling the contact numbers mentioned in the POSH Policy.

**7.3** If the complaint is oral, the same shall be put in writing by the complainant and shall be signed on every page, at the footer of the page, by the complainant. The presiding officer/ Chairperson/ any member of the ICC/LCC, as the case may be, shall render all reasonable assistance to the Complainant for making the Complaint in writing.

- 7.4** Name of the person accused of sexual harassment.
- 7.5** Professional relationship of the complainant with the alleged perpetrator within the organization.
- 7.6** Whether the employee lodging the complaint currently has a reporting relationship with the alleged employee accused or if they are working within the same department or location.
- 7.7** All documents and messages including electronic messages to support the claim of sexual harassment at the workplace, images or video contents sent by the accused employee are to be submitted to the ICC.
- 7.8** Names of witnesses, if any, to any of the incidents
- 7.9** Names and details of the colleagues who may have witnessed behaviours relevant to the case, if any.
- 7.10** In case of a series of incidents, the complaints need to be made within three months from the date of last incident. It is the sole discretion of ICC, with reasons to be recorded in writing for the extension of time period for complaint by additional three month if the complainant is unable to make a complaint in case of mental incapacity, death or otherwise. In case of a death, the legal heirs of the deceased may make the complaint.
- 7.11** If the Complainant feels that they cannot disclose their identity for any particular reason with the panel members of ICC, they can address the complaint to the LCC.

## **8.0 REDRESSAL**

ICC shall immediately proceed with the first level of enquiry and communicate the same to the complainant and the alleged accused. ICC shall record all the proceedings of the enquiry and the same shall be endorsed by all parties present at the meetings. ICC will keep such recordings confidential, if it is so desired, except to use the same for discreet investigation.

### **8.1 Redressal Recording Process:**

**8.1.1** On receipt of a Complaint, the Presiding Officer of ICC will maintain a register to endorse the Complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

**8.1.2** ICC will hold a meeting with the Complainant within seven working days of the receipt of the Complaint, but no later than a week in any case and document the statements with date and signatures of all the people associated.

**8.1.3** If the Complainant agrees for a "Conciliation" then the ICC will follow the conciliation process.

## **9.0 CONCILIATION**

Once the sexual harassment complaint has been lodged, the IC will first attempt conciliation, if requested by the complainants and agreed by the complainee. Else, the IC will proceed with the detailed investigation procedures.

**9.1** Conciliation may be carried out in agreement with the Complainant. Provided that no monetary settlement shall be made as a basis of conciliation.

**9.2** Complainant wants to deal with the situation informally by themselves but may seek advice on possible support from their supervisor or another officer (e.g. Manager, ICC Member, HR Business Partner, etc.)

**9.3** Conciliation may be carried out when the alleged accused admits the behaviour conducted and investigation is not required. Such complaints can be resolved through conciliation or counselling or disciplinary action, if required.

**9.4** The settlement may include a written apology or any other suitable remedial measures to be undertaken by the respondent as decided by the IC.

**9.5** The IC must ensure that the settlement is not being facilitated under any coercion to either of the parties agreeing to the terms of settlement of their own free will.

**9.6** If the conciliation is successful, the IC will record details of the settlement and give a copy to both the parties and forward the same to the employer or district officer to take action as specified in the recommendation, post which no investigation will take place.

**9.7** As per the POSH Act 2013, on successful completion of conciliation process, a copy of the settlement will also be submitted to the district officer at the time of annual return.

## **10.0 INQUIRY PROCESS:**

If the Complainant wants to continue with the investigation, the person against whom complaint is made may be called for verification before the ICC and an opportunity will be given to him / her to give an explanation, where after, an "Inquiry" shall be conducted and concluded.

## **10.1 FORMAL INVESTIGATION PROCESS FOR COMPLAINTS**

**10.1.1** ICC members shall hear the Complainant and record her/his allegations during the meeting.

**10.1.2** ICC shall prepare the **Statement of Allegation** and inform details of allegation to the person against whom Complaint is made to give him / her opportunity to submit a written explanation if she / he so desires **within 7 days** of receipt of the same.

**10.1.3** ICC will provide every reasonable opportunity to the Complainant and to the alleged accused, for presenting and defending their respective case based on principles of natural justice.

**10.1.4** If the Complainant or the person against whom Complaint is made desires any witness/es to be called, they shall communicate in writing to ICC the names of witness/es that they propose to call.

**10.1.5** ICC shall call upon all witnesses mentioned by both the parties.

**10.1.6** The Complainant can also submit any corroborative material with a documentary proof, oral/ written /electronic proof, etc., to substantiate his / her Complaint. Similarly, if the person against whom Complaint is made desires to tender such proofs in evidence before ICC s/he can also submit any corroborative material. Both shall affix her/his signature on the respective documents/ list of evidence to certify them.

**10.1.7** A copy of complaint, along with the attachments, will be given to each of the IC members and the accused/respondent **within 7 (seven) days** of the complaint being lodged.

**10.1.8** If no conciliation is requested by the complainant, the IC initiates the inquiry process and asks both the complainant and the respondent to appear before them as part of the investigation.

**10.1.9** Based on the principles of Natural Justice and fairness, the complainant and the respondent are both given an impartial hearing. A copy of the findings is to be provided to both the parties to assist them in making any representation or appeal.

**10.1.10** If the complainant or the person against whom Complaint is made, desires any witness/es to be called, they shall communicate in writing to ICC the names of witness/es that they propose to call.

**10.1.11** ICC shall call upon all witnesses mentioned by both the parties.

**10.1.12** The Complainant can also submit any corroborative material with a documentary proof, oral/ written /electronic proof, etc., to substantiate his / her Complaint. Similarly, if the person against whom Complaint is made, desires to tender such proofs in evidence before ICC s/he can also submit any corroborative material. Both shall affix her/his signature on the respective documents/ list of evidence to certify them.

**10.1.13** As per the POSH Act 2013, in case the respondent or the complainant does not come forth for the inquiry process, the IC has the power of a civil court to summon both the parties and any witnesses for the inquiry.

**10.1.14** If any of the parties – including the complainant, the respondent or any witness refuses to cooperate during the enquiry process the IC can instruct the employer to take disciplinary action against the individual(s) in question.

**10.1.15** If any false evidence, misleading or forged documents or falsified electronic evidence is provided during any stage of the enquiry process, the organization can be instructed by the IC to take relevant disciplinary action against the concerned individual.

**10.1.16** The IC inquiry has to be completed **within 90 days** of submission of the complaint and the report sent to the Head of the Organization **within 10 days** of completion of the inquiry process.

**10.1.17** The final report must be comprehensive and include complete details of the disciplinary action decided upon by the IC based on their findings. A copy of the report will also be provided to all concerned including the respondent.

**10.1.18** The findings of the IC and the disciplinary action recommended are to be submitted to the head of the organization (Employer) and not to the HR department. The final decision cannot be altered, in any way, by any employee of the organization, including its Managing Directors.

**10.1.19** As per the appeal procedure specified in the POSH Act the employee found guilty under the POSH Act can approach a court to appeal against the decisions of the IC within 90 days of the recommendation.

**10.1.20** If it emerges at the conclusion that the complaint made is false or malicious, the IC will instruct the employer to take disciplinary action against the complainant.

## **11.0 INTERIM MEASURES AFTER COMPLAINT IS LODGED**

On receipt of a complaint under POSH, the following interim measures may be decided upon:

**11.1** The Internal Committee (IC) may temporarily transfer the aggrieved employee or respondent to another role, another department or another location to limit contact between the aggrieved employee and the respondent.

**11.2** The reporting relationship may also be changed so that the aggrieved employee does not report to the alleged respondent.

**11.3** The IC is empowered to provide any other relief to the aggrieved employee as found necessary to be decided by the IC based on the preliminary evaluation of the complaint.

## **12.0 FALSE AND MALICIOUS COMPLAINTS**

False and malicious POSH complaints will not be tolerated and SENCO GOLD LIMITED will take firm steps with regards to such complaints.

**12.1** The Internal Committee (IC), in its inquiry will thoroughly examine each complaint to establish its facts.

**12.2** If a false and malicious complaint has been made and noted by the Internal Committee in their report, SENCO GOLD LIMITED will ensure that such acts are dealt with seriousness to serve as a deterrent against such behaviours.

**12.3** The penalty for such complaints will be severe and may include a written apology, caution, warning notice, withholding of a promotion or salary increase or even outright termination of the employee.

**12.4** An employee against whom a false complaint has been lodged also has the option of approaching a court of law to file a claim based on reputational damage.

**12.5** While the sexual harassment policy is instituted to protect female employees from sexual harassment at workplace, the organization also has an ethical duty towards employees of all gender to ensure that no unwarranted reputational damage is done to anyone.

## **13.0 DISCIPLINARY ACTION**

The disciplinary action shall be commensurate with nature of harassment or violation of human right where the ICC or the LCC as the case may be; arrives at a conclusion that the alleged accused is guilty of the complaint registered against him/her. ICC can recommend any one or more of the following punishments depending upon the severity:

**13.1** Warning letter; or

**13.2** Written apology; or

**13.3** No increment for an entire fiscal year; or

**13.4** Demotion; or

**13.5** Stoppage of promotion for one year or more depending upon the gravity of case; or

**13.6** Reassignment of duties including debarring from supervisory duties; or

**13.7** Discharge /Dismissal

- 13.8** The decision of the disciplinary authority shall be communicated to the accused in writing
- 13.9** Compensation may be paid to the Complainant. The same will be determined on the basis of:
- 13.10** The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman
- 13.11** The loss in the career opportunity due to the incident of Sexual Harassment
- 13.12** Medical expenses incurred by the victim for physical or psychiatric treatment
- 13.13** The income and financial status of the alleged accused and feasibility of such payment in lump sum or instalments.
- 13.14** In case an outsider is involved as accused, the Disciplinary Authority shall initiate action by making complaint with the appropriate authority and other remedies available under law and recommended by ICC.

#### **14.0 PROTECTION AGAINST VICTIMIZATION**

The Complainant and any witnesses involved in a Sexual Harassment complaint made in good faith will be protected from retaliation, irrespective of the investigation outcome. The ICC will ensure there is no victimization or discrimination against them by the alleged accused during the investigation. Any retaliatory or unethical behaviour by the accused should be promptly reported to the ICC, and genuine complaints will result in disciplinary action.

The victim also has the option to request a transfer away from the team/BU/entity of the perpetrator, and SENCO will accommodate this request to the extent possible.

#### **15.0 THIRD PARTY HARASSEMENT**

In case a sexual harassment takes place and a perpetrator is a third party or outsider, the organization will provide all possible assistance to the victim to report the complaint to the necessary regulatory authorities including the police.

#### **16.0 EMPLOYEE INITIATIVES FOR REPORTING SEXUAL HARASSMENT**

**16.1** Any employee or a person associated with the organization in any capacity of SENCO GOLD LIMITED who has been subjected sexual harassment at workplace is encouraged to report it to the IC either in writing or by email to [posh@sencogold.co.in](mailto:posh@sencogold.co.in) .

**16.2** Any employee of SENCO GOLD LIMITED who has witnessed sexual harassment at workplace has an obligation to encourage the victim to report the incident(s) to the organization's Internal Committee (IC).

**16.3** In case of recipient of complaints of sexual harassment by the HR, Colleagues or Managers within the organization, the concerned individual should encourage and direct the victim to report the incident to the IC.

**16.4** Total confidentiality is paramount in case of sexual harassment complaint. Under no circumstances should the identity of the victim or the perpetrator be discussed/ disclosed in an open forum within the organization by anyone.

#### **17.0 PREVENTIVE MEASURES – TRAINING AND AWARENESS**

SENCO GOLD LIMITED recognises the importance of creating employee awareness about the prevention of sexual harassment and POSH Act 2013. The training department will conduct training workshops on the POSH Awareness initiatives. The focus of the training initiative will be to create a work culture and environment focusing on prevention rather than acting upon reactive solutions like disciplinary action.

**17.1.** The need and approach for training are not only linked to regulatory compliance as per the POSH Act 2013, but also to the successful implementation of a ZERO tolerance approach towards the sexual misconduct.

**17.2.** As part of the induction into the company all new employees are compulsorily to be trained on the content of the policy and the POSH Act 2013 by doing this, SENCO GOLD LIMITED inculcates the concept of a ZERO tolerance approach towards the sexual harassment - as part of values and the culture of the organization.

**17.3.** The training initiatives will aim to bring about gender sensitization amongst employees and generate awareness about the POSH Act, the behaviour that constitute sexual harassment and measures to avoid such conducts.

**17.4.** Every year, SENCO GOLD LIMITED will require all employees to attend a refresher training course on the contents of this policy and any updates on the POSH Act.

**17.5** Any female employee leaving the office premises beyond shift timing must be accompanied by a male colleague to the nearest public transport point. Alternatively, a family member may pick up the employee. In such cases, the register should include the family member's name, relationship, mobile number, and signature, along with the date and time of departure. This record must be completed before leaving the store each day. Additionally, POSH (Prevention, Prohibition and Redressal of Sexual Harassment at Workplace) posters must be prominently displayed in all Senco units and its subsidiaries, Group Companies, Branches, Factories, Corporate and Regional offices.

**17.6** Monitor and improve workplace safety measures, including security cameras, adequate lighting, and restricted access to sensitive areas.

**17.7** Maintain confidentiality and ensure a non-retaliatory environment for complainants and witnesses.

**17.8** Maintain a proactive ICC to address complaints promptly and fairly.

## **18.0 IMPLEMENTATION OF THIS POLICY**

**18.1.** SENCO GOLD LIMITED will ensure that this policy is widely communicated to all relevant persons. It is also a part of the service rules of the organization.

**18.2.** This POSH policy, inclusive of its disciplinary measures will be implemented consistently throughout the Company, its Subsidiaries, Group Companies, Branches, Factories, Corporate and Regional offices and all the locations mentioned in the definition of workplace irrespective of the levels of designations of the complainant and the respondent.

**18.3.** Every Manager and HOD of every department of Senco, its Subsidiaries, Group Companies, Branches, Factories, Corporate and Regional offices and all the locations mentioned in the definition of workplace is responsible for ensuring that all their employees are fully informed about the policy and consistently attend the annual refresher training without fail.

**18.4.** This policy is effective from 13<sup>th</sup> February, 2025.

## **19.0 OBLIGATION OF THE MANAGEMENT**

**19.1.** The Management of SENCO shall establish, disseminate, and enforce an anti-harassment policy and complaint procedure and take other reasonable steps to prevent and ensure that the SENCO continues to be a safe workplace.

**19.2.** The Management of SENCO shall provide all necessary assistance for the purpose of ensuring full, fair and speedy completion of investigations.

## **20.0 ANNUAL REPORT**

ICC shall prepare an annual report at the end of the financial year of SENCO. It is the responsibility of the **Presiding Officer** to ensure a full account of the committee's activities during the previous year is recorded and forward a copy thereof, to the Managing Director who shall direct the HR department to forward the same to the Ministry of HRD/ District officer of LCC.

## **21.0 CONFIDENTIALITY**

**21.1.** Confidentiality is an important aspect in the implementation of the POSH Act 2013; it aims to protect the identities of all involved parties. Any employee or individual that is part of the complaint and inquiry process or is dealing with complaint in any manner, has to maintain the highest level of confidentiality with respect to the complaint and the identities of the individuals concerned. no details are to be shared with other employees, the public or the media.

**21.2.** All members of the internal committee including its presiding officer must maintain the Code of CONFIDENTIALITY and ZERO PUBLICITY with respect to POSH complaint. If found in violation, the concerned members will be immediately removed from the committee and the vacancy filled by a fresh nomination. Such a member or any employee breaching this code of confidentiality will also be held liable as per the Service Rule of the Organization.

## **22.0 DISCLAIMER**

SENCO reserves the right at any time to delete/add/change the policy or any provisions of this policy as recommended by the law whenever and wherever applicable. Any deletions/additions/changes to this policy would be published to all associates.



# POSH Committee Members:

Ms. Seema Roy Chowdhury

Chairperson

9874027003

Mr. Mukund Chandak

Member

9831099729

Ms. Rupa Mallick

Member

9674744469

Mr. Rakesh Rai

Member

8826265132

Ms. Sudeshna Roy

Member

7605087466

Mr. Kaushik Das

External Member

9831078414

|| POSH Committee Email ID ||

[posh@sencogold.co.in](mailto:posh@sencogold.co.in)

**\*Please refer policy for the procedure**