



VST Industries Limited

December, 22, 2020

Notice

Reconstitution of Internal Complaints Committee

In order to prevent & prohibit sexual harassment of women at workplace and to provide for a mechanism for its redressal, the Company has framed a Policy on Prevention, Prohibition & Redressal of Sexual Harassment of Women at Workplace. Any incident of sexual harassment within the workplace will be treated as misconduct under the service agreement and taken very seriously and strict disciplinary action will be taken as per the policy in addition to any other legal recourse.

In terms of the Policy, the Company had constituted an Internal Complaints Committee to address the complaints on sexual harassment. However, in view of retirement of Mrs.S.Suverchala, the Committee at the Registered Office is reconstituted to comprise of the following members with immediate effect:

1. Mrs.B.Syamala
2. Mr.S.Sriram
3. Mrs.Tanuja Jayaraman
4. Mrs.Sarojini Rao

The above committee shall also act as the Internal Complaints Committee at other offices except that the respective circle manager, regional manager or vice president of the concerned office shall form a part of the committee in place of Ms.Tanuja Jayaraman.

In case of an incident of sexual harassment within the work place, the aggrieved woman can approach any of the above Committee members or email / call at:

Email:icc@vstind.com

Phone(040) 2768 8000 Extn: 330

VST Industries Limited


Managing Director

Policy on Prevention, Prohibition & Redressal of Sexual Harassment of Women at Workplace

Purpose

The Company is committed to provide equal opportunity to women and ensuring their safety at the workplace. It has been adjudicated that sexual harassment results in violation of the fundamental rights of a woman under articles 14, 15, 19 & 21 of the Constitution of India. This policy is framed to prevent & prohibit sexual harassment of women at workplace and to provide for a mechanism to redress any such complaint.

Sexual Harassment

'Sexual Harassment' includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

In addition, the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

Internal Complaints Committee

Any complaint regarding sexual harassment should be reported to the 'Internal Complaints Committee' (the Committee) within three months. The members of the Committee shall hold office for a period of three years.

Redressal Mechanism

Upon receipt of complaint, the Committee shall conduct an inquiry into the complaint and give an opportunity of being heard to the accused employee. It shall

have the power to summon & enforce attendance of any person & examine on oath, require discovery & production of documents.

If requested by the aggrieved woman, the Committee shall take steps to settle the matter through conciliation. However, such conciliation shall not be made on the basis of monetary settlement.

If conciliation is not requested, or if the settlement conditions are not satisfied, the Committee shall complete the inquiry and share copy of its findings with both the parties for them to make representations against the findings. The inquiry should be completed within 90 days and the final report shall be submitted to the Managing Director & the concerned parties within next 10 days.

During pendency of inquiry, on written request of the aggrieved woman, the Committee may recommend transfer of the aggrieved woman or the accused to any other work place or grant of leave to the aggrieved woman upto a period of three months.

Disciplinary Action

In case of confirmation of the allegations by the Committee, it shall be treated as misconduct under the service agreement and the Committee shall recommend appropriate disciplinary action against the accused. Disciplinary action may include monetary compensation to the aggrieved woman by deducting the same from the salary of the accused.

In addition, the Committee may also recommend transfer to another department or location, withholding of increment and / or promotion, suspension or even dismissal of the accused. This action shall be in addition to any legal recourse sought by the complainant.

The recommendations of the Committee shall be implemented within 60 days of its receipt.

Confidentiality

All information received including the nature of complaint, identity & details of the complainant, respondent and witnesses, recommendations of the Committee etc., shall be kept confidential.

Malicious Intent

This policy has been formulated to prevent, prohibit & provide fast redressal of any complaint of sexual harassment of women within the work place. However, if upon inquiry it is found that the complaint was made with malicious intent or forged / misleading documents were produced or any witness has given false evidence, the same shall be taken seriously and strict disciplinary action will be taken against the complainant / witness.