

POLICY ON PREVENTION OF SEXUAL HARASSMENT

Paramount Communications Ltd.

(CIN: L74899DL1994PLC061295)

Registered Office: KH-433, Maulsari Avenue, Westend Greens, Rangpuri, New Delhi-31

1. PREFACE

- 1.1. Paramount Communications Ltd. Group. (“the **Company**”) is committed to conducting its business in accordance with applicable laws, rules and regulations and the highest standards of business ethics, honesty, integrity and ethical conduct.
- 1.2. The Company is committed to developing a cooperative healthy atmosphere at the work place. The Company intends to define the policies and the modalities for administering those pertaining to sexual harassment.
- 1.3. In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Company hereby adopts the policy for Prevention of Sexual Harassment at the Workplace (“**Policy**”). The Policy shall be in effect from 16.5.2022
- 1.4. The purpose of this Policy is to define the Company’s position regarding employee harassment, to maintain a working environment that is comfortable and free of sexual harassment, helping employees to contribute to the Company’s goals effectively and to communicate the Company’s actions with respect to any such conduct.
- 1.5. This Policy shall be applicable to all employees of the Company. It includes permanent, probationers’ temporary trainees, apprentices, contractual, / fixed term ad-hoc or daily wage workmen at our workplace or at customer sites.
- 1.6. It is hereby clarified that this Policy is in addition to the other codes, policies and the structure inter-alia of the Company. The existing policies will continue to remain effective.

2. DEFINITIONS

The definitions of the key terms used in this Policy are given below. (Terms not defined herein below shall have the meaning assigned to them under the Act.)

“**Aggrieved**” means in relation to Workplace, a person of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

“**Employee**” means a person employed at a Workplace for any work, on regular, contractual, fixed term, 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 expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name.

“**Employer**” means any person who is responsible for the management, supervision and control of the Workplace.

“**Respondent**” means a person against whom the Aggrieved has made a complaint.

“**Sexual Harassment**” shall occur between individuals of the opposite sex or the same sex. This may include but is not limited to unwelcome sexual behavior of direct or implied nature such as:

- a. physical contact and advances; or
- b. demand or request for sexual favours; or
- c. making sexually colored remarks; or d. showing pornography; or
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- i) Implied or explicit promise of preferential treatment in her employment; or
- ii) ii) Implied or explicit threat of detrimental treatment in her / his employment; or
- iii) iii) Implied or explicit threat about her / his present or future employment status; or
- iv) iv) Interference with her / his work or creating an intimidating or offensive or hostile work environment for her / him; or
- v) v) Humiliating treatment likely to affect her / his health or safety.

“**Unwelcome sexually determined behavior**” Unwelcome sexually determined behavior includes but is not limited to:

- i. Subjecting another person to an unwelcome act of physical intimacy including grabbing, brushing, touching, including sexual flirtations, advances or propositions.
- ii. Making any unwelcome remark with sexual connotations like sexually explicit, remarks, cracking jokes or using sentences with sexual connotations or making sexist remarks, etc.
- iii. Showing any sexually explicit visual material in the form of pictures / cartoons / pin-ups / calendars / screensavers on computers / any offensive written or electronic material.
- iv. Engaging in any other unwelcome conduct of a sexual nature, verbal or even nonverbal, etc.
- v. Sending unwelcome communication of a sexual nature, through e-mail, letter, mobile technology, or any other form of written or electronic communication, exhibiting conduct of a sexual nature.

3. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

All Employees of the Company have a personal responsibility to ensure that their behavior is not contrary to the Policy. All Employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

4. COMPLAINT MECHANISM

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of “**Internal Complaints Committee**” has been created in the Company for time-bound redressal of the complaint made by the victim.

Internal Complaints Committee (“ICC/Committee”):

The Internal Complaints Committee will comprise of the following:

- i. Presiding Officer - Shall be a woman employed at a senior level at workplace amongst the employees.
- ii. Two members - Shall be amongst employees preferably committed to the cause of woman or who have an experience in social work or have legal knowledge.
- iii. One Member - amongst Non-Governmental Organizations or associations committed to cause of woman or a person familiar with the issues relating to sexual harassment.

Provided that at least one half of the total Members so nominated shall be women. The Company has instituted an ICC for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. Additional members will be added as may be required from time to time. The Presiding Officer and every member of ICC shall hold office for a period not exceeding two years from the date of their nomination. The ICC is responsible for:

- i. Investigating every formal written complaint of sexual harassment.
- ii. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- iii. Discouraging and preventing employment-related sexual harassment.

Note: *The present ICC members are as listed below:*

MEMBERS OF INTERNAL COMPLAINTS COMMITTEE OF THE COMPANY

S No.	Name of the Member	Designation/ Office
1.	Ms. Rashi Goel, Company Secretary	Presiding Officer
2.	Ms. Pawan Arora, P.A. to Chairman & CEO	Member
3.	Mr. KJ Rao, AGM-HR & Admin	Member
4.	Ms. Rashmi Malhotra, General Secretary, Indraprastha Sanjeevni, NGO)	External Committee Member

5. GRIEVANCE REDRESSAL MACHINERY

The Policy provides for an informal and a formal process for redressal.

A. DISPUTE RESOLUTION PRIOR TO ENQUIRY:

The ICC may if, and only if so requested by the Aggrieved, try to resolve the matter informally by intervening and thereby permitting the parties to resolve the matter mutually before the commencement of the formal enquiry proceedings. The person to carry out the resolution process shall be chosen from the ICC by the Aggrieved. In the event of the complaint not being resolved through an informal mechanism, or if the Aggrieved is not comfortable with, then it would need to be formally escalated to the ICC for redressal.

B) PROCEDURE FOR FORMAL GRIEVANCE REDRESSAL:

1. The Aggrieved may make, in writing, a complaint of sexual harassment (**Format of the complaint is enclosed herewith as Annexure -1**) at the Workplace to the Presiding Officer of the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident. Provided where such complaint cannot be made in writing, the presiding officer or any Member of the ICC shall render all reasonable assistance to the aggrieved for making the complaint in writing. If the Committee finds that the circumstances which prevented the aggrieved from filing a complaint within the said period, then the Committee may extend the time limit. However the extension cannot exceed three months. Also the reason for extension of time limit has to be recorded in writing.
2. Where the Aggrieved is unable to make a complaint on account of her / his physical incapacity, a complaint may be filed by Aggrieved's—
 - (a) Relative or friend; or
 - (b) Co-worker; or
 - (c) An officer of the National Commission for Women or state Women's Commission; or
 - (d) Any person who has knowledge of the incident, with the written consent of the Aggrieved.
3. Where the Aggrieved for any other reason is unable to make a complaint due to his/her mental capacity, a complaint may be filed by the persons prescribed under rule 6 (ii) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules 2013. Where the Aggrieved for any other reason is unable to make a complaint due, a complaint may be filed by the persons who has knowledge of the incident, with the Aggrieved Person's written consent;
4. Where the Aggrieved is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the Aggrieved's legal heir.
5. Once a complaint is received, ICC may, at the request of the Aggrieved, take steps to settle the matter between the Aggrieved and the Respondent through conciliation. Once the settlement is arrived at, ICC shall record the settlement arrived at and forward the same to the Employer to take action as specified in the recommendation.

6. The ICC shall provide the copies of the settlement to the Aggrieved and the Respondent. Where a settlement is arrived, no further inquiry shall be conducted by ICC. However, if the Aggrieved informs ICC that any term or condition of the settlement arrived at has not been complied with by the Respondent, ICC shall proceed to make an inquiry into the complaint or forward the complaint to the police.
7. During the pendency of inquiry, ICC may recommend to the Employer such relief to the Aggrieved as it may consider appropriate and in line with all the applicable statutory laws. The Employer shall implement such recommendations and send report of such implementation to ICC.
8. On completion of the inquiry, ICC shall provide a report of its findings to the Employer, within a period of 10 days from the date of the completion of the inquiry and such reports can be made available to the concerned parties. The report shall contain the following:
 - i. Brief Facts
 - ii. Whether the same complaint was raised previously by the Aggrieved, and if so, the outcome thereof;
 - iii. Whether any complaint was raised previously against the same Respondent;
 - iv. Findings (backed by proper reasons) of the Committee;
 - v. The recommendations of the Committee on disciplinary/other action/(s).
9. Where the allegation against the Respondent is proved by ICC, it shall recommend the Employer to grant such relief to the Aggrieved which shall be in line with the applicable statutory laws. Where ICC comes to a conclusion that the allegation against the Respondent is not proved, it shall recommend to the Employer that no action shall be taken in the matter. The Employer shall act upon the recommendation within 60 days of the receipt of the recommendation.

6. MANNER OF INQUIRY INTO COMPLAINT

- 6.1 At the time of filing the complaint, the Aggrieved shall submit 6 copies of the complaint along with the supporting documents and the names and addresses of the witness if any, to ICC.
- 6.2 On receipt of the complaint, ICC shall send one of the copies received from the Aggrieved to the Respondent within 7 working days.
- 6.3 The Respondent then has to file its reply to the complaint along with its list of documents and names and addresses of witnesses, within 10 working days from the date of receipt of documents.
- 6.4 In case the respondent or the complainant fails to present themselves for three consecutive hearings convened by the Presiding Officer, ICC shall have the right to terminate the inquiry proceedings or make an ex-parte decision on the matter. The Committee however cannot terminate or pass an ex parte decision unless a notice is given in 15 days advance to the parties concerned. The Committee shall see to it that it shall act fairly at the time of inquiry into the complaint.

6.5 Minimum three members of ICC, including the Presiding Officer, shall be present at the time of conducting the inquiry.

7. RECOMMENDATIONS AND PUNISHMENT FOR FALSE AND MALICIOUS COMPLAINTS

7.1 Manner of taking action: Where ICC arrives at a conclusion that the allegation against the Respondent has been proved, it shall recommend to the Employer to take any or more of the following actions:

- i. Written apology;
- ii. Warning;
- iii. Reprimand or censure;
- iv. Withholding of promotion;
- v. Withholding of pay rise or increments;
- vi. Terminating the respondent from service;
- vii. undergoing a counseling session;

The Employer, can also take actions other than the above mentioned, if it deems fit.

7.2 The investigation by the ICC would be conducted in a fair manner, as a neutral fact-finding process and without presumption of guilt. If ICC arrives at a conclusion that:

- i. the allegation against the Respondent is malicious; or
- ii. the Aggrieved or any other person making the complaint has made a complaint knowing it to be false; or
- iii. the Aggrieved or any other person making the complaint has produced any forged or misleading document;

then, it may recommend to the Employer to take necessary action against the Aggrieved or the person who has made a complaint. However, a mere inability to substantiate a complaint or provide adequate proof need not attract action against the Aggrieved. A malicious intent on part of the Aggrieved can be established only after conducting an inquiry into the complaint.

7.3 If ICC arrives at a conclusion that during the inquiry any witness had given false evidence or produced any forged or misleading document, it may recommend to the Employer of the witness, to take action as may be prescribed in the provisions of the statutory laws.

7.4 Prohibition of publication or disclosing the content of complaint or inquiry proceedings: The contents of the complaint made, the identity and addresses of the Aggrieved, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations

of ICC and the action taken by the Employer shall not be published, communicated or made known to the public, press or media in any manner. Any person who violates the above shall be penalized by the Employer with such amount as may be prescribed in the applicable statutory rules.

- 7.5 Appeal to the court: Any person, who is aggrieved from the recommendations made, may prefer an appeal to the Court or Tribunal. This appeal shall be made within a period of 90 days from the date of the recommendation.

8. PREVENTIVE MEASURES

- 8.1 The members of the ICC will meet twice in a year. Minutes of the Meeting of the same will be prepared and submitted to the Employer.
- 8.2 At the end of every Financial Year an annual report containing all the details such as number of complaints filed, the stage of each complaint and number of complaints redressed will be prepared and furnished by the respective Employer to the respective local District Commissioner / D. M. / Officer.

MODIFICATIONS

The Policy will be periodically revised and is subject to modification. Any amendment or waiver of any provision of this Code must be approved in writing by the Company's Board of Directors.

10. REPORTING

A report with number of complaints received under this Policy and their outcome shall be placed before the Board on a regular basis.

11. RETENTION OF DOCUMENTS

All documents along with the results of investigation relating thereto shall be retained by the Company for a minimum period of seven years.

ANNEXURE 1

Format of Complaint

Date:

To,

The Presiding Officer,
Internal Complaints Committee,
Paramount Communications Ltd.
C- 125, Naraina Industrial Area, Phase -I
New Delhi - 110028

Dear Sir/Madam,

Re: Compliant under Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013

I am writing this letter to complain about the incident of sexual harassment which occurred against me at the work place on date.....

Please find the details herein below

Aggrieved Name: _____

Location: _____

Employee Code: _____

Designation: _____

Place of Incident: _____

Name of Respondent: _____

Respondent Employee Code: _____

Details of Incident/allegations:

You are requested to formally investigate the matter and do the needful so that the incident is not repeated in future.

Thanking You

Yours faithfully,

For

Aggrieved Signature with Name and Address:

Witness if any: Signature with Name and Address:

Enclosures:

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