

Prevention of Sexual Harassment Policy

Effective from : 1st September, 2025

Policy Number : HR/Policy/2025/002

Approved by : Managing Director

1. Introduction

TNBI Industries Pvt. Ltd. is fully committed to providing a safe, secure, and respectful work environment for all its employees, free from sexual harassment. Based on our Vision and Mission, we believe and practice that all individuals have the right to be treated with dignity and respect. This policy is formulated in compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013 (referred to as "the Act" in the prevalent legal system).

This policy aims to:

- Prohibit sexual harassment at the workplace.
- Prevent instances of sexual harassment.
- Provide a mechanism for the redressal of complaints related directly or indirectly, to sexual harassment.
- Ensure the protection of all individuals involved in a complaint.
- Creation of Awareness amongst employees for the prevention of any such instance.

2. Policy Statement

TNBI Industries Pvt. Ltd. has zero tolerance for sexual harassment and is committed to taking all necessary steps to prevent and address any such incidents. Any act of sexual harassment will be viewed with utmost seriousness, resulting into appropriate disciplinary action, which might also lead to termination of employment, of the offender. We encourage all our employees to report any incidents of sexual harassment without fear of retaliation.

3. Scope and Applicability

This policy applies to:

- All employees (permanent, temporary, contractual, interns and trainees) of TNBI Industries Pvt. Ltd.
- Visitors, clients, vendors, contractors, and / or, any other individual/s interacting with employees at the workplace or during work-related activities.
- Incidents occurring at the workplace, including:
 - Office premise.
 - Factory Premise.
 - Any place visited by the employee arising out of, or during the course of employment, including transportation provided by the employer for commuting to and from the particular place.
 - Any social, business, or client-related events where employees are present due to their employment.
 - Meetings, conferences, trainings, and official trips.
 - Digital and virtual platforms used for work-related communication (e.g., email, chat, video calls, MS teams).

4. Definitions

For the purpose of this policy:

a. Aggrieved Female: Means a female of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

b. Employee: Means a person employed at a workplace for any work, 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, an intern, or an apprentice.

c. Internal Complaints Committee (ICC): The committee constituted by TNBi Industries Pvt. Ltd. to inquire into complaints of sexual harassment.

d. Respondent: Means a person against whom the aggrieved female has made a complaint under this Act.

e. Sexual Harassment: As defined by Section 2(n) of the Act, includes any of the following unwelcoming acts or behavior (whether directly or by implication):

- * Physical contact and advances.
- * A demand or request for sexual favours.
- * Making sexually coloured remarks.
- * Showing pornography.
- * 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 behaviour of sexual harassment, may amount to sexual harassment:

- * Implied or explicit promise of preferential treatment in her employment.
- * Implied or explicit threat of detrimental treatment in her employment.
- * Implied or explicit threat about her present or future employment status.
- * Interference with her work or creating an intimidating, offensive, or hostile work environment for her.
- * Humiliating treatment likely to affect her health or safety.

f. Workplace: Includes any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for commuting to and from the workplace.

5. Roles and Responsibilities

a. Management:

- To Constitute an Internal Complaints Committee (ICC) and ensure its proper functioning.
- Provide a safe working environment.
- Circulate the policy and ensure all employees are aware of its provisions.
- Organize workshops and awareness programs for employees and ICC members.
- Provide necessary facilities and support to the ICC for dealing with complaints.
- Assist the aggrieved female in reporting to the police if she so desires.
- Ensure strict adherence to compliance with the recommendations of the ICC.
- Monitor the timely submission of reports by the ICC.

b. Internal Complaints Committee (ICC):

- Inquire into the intricacies of complaints related to sexual harassment.
- Submit findings of the investigations and recommendations to the employer.
- Maintain confidentiality throughout the process.
- Provide assistance to the aggrieved female.
- Submit annual reports to the employer and District Officer.

c. Employees:

- Become aware and familiarize themselves with the policy.
- Report any instance of sexual harassment they experience or witness.
- Cooperate with the ICC during an inquiry.

6. Internal Complaints Committee (ICC) Structure

The ICC will consist of the following members:

- A Presiding Officer who shall be a female employed at a senior level.
- Not less than two members from amongst employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- One 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.

At least half of the ICC members shall be women. The term of office for the ICC members will be three (3) years.

7. Complaint Procedure

a. Filing a Complaint:

- An aggrieved female may make a complaint of sexual harassment to the ICC in writing within three (3) months of the date of the incident.
- In case of a series of incidents, the complaint must be filed within three (3) months from the date of the last incident.
- If the aggrieved female is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed, may make a complaint.
- The complaint must be submitted in six (6) copies, along with supporting documents and names and addresses of witnesses, if any.

b. Conciliation:

- The ICC may, before initiating an inquiry, and at the request of the aggrieved female, take steps to settle the matter between her and the respondent through conciliation.
- No monetary settlement shall be made as a basis of conciliation.
- If a settlement is arrived at, the ICC shall record the settlement and forward it to the employer.
- The employer shall take action as specified in the settlement, and no further inquiry shall be conducted.

c. Inquiry Process:

- If conciliation fails or is not opted for, the ICC will proceed with an inquiry.
- The ICC shall provide a copy of the complaint to the respondent within seven (7) working days.
- The respondent shall file a reply to the complaint along with supporting documents and names and addresses of witnesses, if any, within ten (10) working days.
- Both parties (aggrieved female and respondent) shall be given a reasonable opportunity of being heard and presenting their case. They may be accompanied by a representative but not by a legal practitioner.
- The ICC shall complete the inquiry within a period of ninety (90) days from the date of receiving the complaint.
- During the inquiry, the ICC shall follow the principles of natural justice.
- The ICC has the power to summon witnesses and call for documents.
- The identity of the aggrieved female, respondent, witnesses, and the contents of the complaint, inquiry proceedings, and recommendations shall be kept confidential.

d. Interim Measures during Inquiry: During the pendency of an inquiry, the ICC may, on a written request made by the aggrieved female, recommend to the employer to:

- Transfer the aggrieved female or the respondent to any other workplace.
- Grant leave to the aggrieved female up to a period of three months in addition to her regular leave entitlement.
- Restrain the respondent from reporting on the work performance of the aggrieved female or writing her confidential report, and assign the same to another officer.

8. Recommendations of the ICC and Action by Employer**a. Where the allegation is NOT proved:**

- If the ICC concludes that the allegation of sexual harassment has not been proved, it shall recommend to the employer that no action is required to be taken.

b. Where the allegation is PROVED:

- If the ICC concludes that the allegation of sexual harassment has been proved, it shall recommend to the employer to take action:
 - Against the respondent in accordance with the provisions of the service rules applicable to the respondent, or where no such service rules exist, in such manner as may be prescribed.
 - For the payment of a sum of money to the aggrieved female as compensation, which may be determined based on:
 - The mental trauma, pain, suffering and emotional distress caused to the aggrieved female.
 - The loss in career opportunity due to the incident of sexual harassment.
 - Medical expenses incurred by the victim for physical or psychiatric treatment.
 - The income and financial status of the respondent.
 - Feasibility of such payment in lump sum or in instalments.

c. Employer's Action:

- The employer shall implement the recommendations of the ICC within sixty (60) days of receiving the report.
- If the employer is unable to implement the recommendations, they shall record the reasons in writing.

9. False or Malicious Complaints

- If the ICC concludes that the allegation against the respondent is malicious or the aggrieved female or any other person making the complaint has made the complaint knowing it to be false, or has produced any forged or misleading document, it may recommend to the employer to take action against the female or the person who has made the complaint.
- This provision is to ensure that no person misuses the provisions of this Act. However, a mere inability to substantiate a complaint or provide adequate proof will not attract action under this clause.

10. Confidentiality

- The identity of the aggrieved female, respondent, witnesses, any information relating to the inquiry proceedings, recommendations of the ICC, and action taken by the employer shall not be published, communicated, or made known to the public, press, or any other manner.
- Any breach of confidentiality will lead to disciplinary action against the defaulter.

11. Awareness and Training

- TNBi Industries Pvt. Ltd. will undertake regular initiatives to sensitize employees about sexual harassment and the provisions of this policy.
- Awareness programs, workshops, and training sessions will be conducted for all employees and members of the ICC.

12. Review of the Policy

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws. Any amendments or updates will be communicated to all employees.