

PATDIAM JEWELLERY LIMITED

CODE ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL)

In our pursuit for achieving our vision, we will conduct ourselves in a manner that reflects our shared values and our commitment to conduct business in the way it should be conducted.

1. OUR VISION

We will touch the lives of at least one in five people on the globe, thereby creating enormous value for all our stakeholders. The Company strives to provide a safe environment and protection against the sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and to ensure the fundamental rights of a woman to equality under Article 14 & 15 of the Constitution of India and her right to life and live with dignity under Article 21 of the constitution of India.

2. OUR CORE VALUES

We abide by the understated values that are the foundation of our business and at the heart of all we do each day.

Integrity

We hold ourselves and those we work with to the highest possible ethical standards. We provide protection against sexual harassment and the right to work with dignity. We build relationships of trust so we can share and accept the truth, even when it's hard to say or hear.

We do the right things even when no one is watching.

Respect

We show consideration, listen and seek inputs and treat each other fairly.

We acknowledge the work-life balance as a key driver to the achievement of a competitive edge.

3. SEXUAL HARASSMENT PREVENTION POLICY

- Patdiam Jewellery Limited, is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to

work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company have the right to be treated with dignity. It has been recognized that Sexual harassment at the work place or other than work place, if involving employees, is a grave offence and is, therefore, punishable.

4. SCOPE AND EFFECTIVE DATE

This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, preferential or detrimental treatment, threat to present or future employment status, promotion, examination or evaluation of a person towards any company activity;
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance.
- iii) 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;
- iv) Conduct of such an act at work place or outside in relation to an employee of OOIL, or vice versa during the course of employment; and
- v) Any un welcome gesture by an employee having sexual overtones.
- vi) Conduct which interferes with work or creates an intimidating or hostile work environment.
- vii) Humiliating conduct constituting a health and safety concern to the other sex.

We must refrain from indulging in any of the above mentioned acts. Should any employee be found guilty of sexual harassment, he/she will be liable for strict disciplinary action as the Company encompasses a zero toleration policy.

5. COMPLAINT MECHANISM

A victim of sexual harassment can follow the following complaint mechanism: -

1. Complaint can be filed in writing to the head of the Sexual Harassment Complaints Committee.
2. The Complaints Committee will investigate the matter and submit report to the Compliance committee formed under the Code of Conduct within seven days of receipt of the complaint.
3. If an employee is found guilty of sexual harassment, the Compliance Committee will initiate appropriate disciplinary action in accordance with law.
4. In particular, the Committee will ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.

6. INVESTIGATIONS

- The responsibility for administering the Code shall rest with the Compliance Committee. Head HR will be the co-ordinator.
- Work of the Compliance Committee will be overseen by an Apex Body comprising of the Chairman, and the Whole-Time Director.
- The Compliance Committee may conduct or manage Code investigations. The Compliance Committee will periodically report Code violations and the corrective action taken to the Apex Body.

“Employee” means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.

7. INTERNAL COMPLAINTS COMMITTEE

The Company has instituted a Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. Initially, and till further notice, the Complaints Committee will comprise of the following four members out of which at least two members will be of the same gender as that of the complainant:

1. Head-Corporate HR (**Presiding Officer**)
2. Employee at the level of Assistant General Manager or above from Personnel & Administration Department (**Member**)
3. Divisional Personnel Head of the Division from where the complaint has originated (**Member**)
4. Member from an NGO or Lawyer (**Member**)

The Complaints Committee is responsible for:

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

8. REDRESSAL PROCESS

Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of the incident or the last of the incidents if circumstances warrant then the period of 10 days may be extended for a further period of 10 (Maximum 20) days if the internal Complaints Committee is appointed.

The Committee 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.

The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.

At the first meeting, the Committee members shall hear the Complainant and record her/his 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. If the complainant is physically incapacitated or mentally incapacitated then a relative/friend/witness or person who is in knowledge of the incidents may file the complaint.

Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.

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.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. ENQUIRY PROCESS

- The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
- The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- If the Complainant or the person, against whom complaint is made, desires any witness/es to be called, they shall communicate in writing to the Committee, the names of witness/es whom they propose to call.
- If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he /she shall supply original copies of such documents. Both shall affix his /her signature on the respective documents to certify these to be original copies.
- The Committee shall ensure that no legal practitioner is allowed to represent
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective cases.
- The Committee shall complete the “Enquiry” within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Presiding Officer. 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, which may, inter alia, include punitive actions under service rules of the Company, appropriation of salary/wages of the accused/respondent to be paid to the aggrieved man/woman or his/her legal heirs.
- The Presiding Officer will direct appropriate action in accordance with the recommendation proposed by the Committee.

- The Committee shall be governed by such rules as may be framed by the Supreme Court or its Orders or any other legislation enacted later on.

10. COMPLIANCE COMMITTEE & MANAGEMENT: KEY FUNCTIONS

The Committee may recommend to the Presiding Officer action which may include transfer or any the other appropriate disciplinary action.

The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

The management shall further ensure that notwithstanding anything that is contained in the Right to Information Act, 2005, none of the contents of the complaint, the identity & address of the aggrieved woman, respondent or witness, any information relating to the enquiry, settlement, order etc. shall be published, communicated or made know to the public, press or media unless so required by any law for the time being in force, as the case may be.

The Company shall display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the Internal Committee.

The company shall take steps to ensure that sexual harassment is treated as misconduct under the Service Rules of the Company and initiate action for such misconduct.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, OOIL shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a police complaint.

The matters covered under this policy shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

11. VICTIMISATION

There shall be no victimization for anything said or done in relation to the complaint.

12. REPORTING:

The Committee shall analyze and put up its report on all complaints of this nature at the end of the year for submission to Presiding Officer.

The Company shall include in its Annual report, the no of cases filed and their disposal under the relevant laws of the land, alongwith the action taken by the Company, the awareness programmes initiated and disposals pending beyond 90 days.

13.AMENDMENTS

The Company reserves the right to make amendments to this Code of Conduct. All such amendments will be notified through the email/Website. Failure to take note of such amendments will not excuse an employee from the terms of this Code.