

PREVENTION OF SEXUAL HARASSMENT POLICY

DRAMA SCHOOLS FOUNDATION MUMBAI (“DSFM”) believes that everyone must get equal opportunity to work, regardless of race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability. It believes that a safe and conducive work environment that enables all to work without fear of prejudice, gender bias and sexual harassment, where employer and employees respect each other’s integrity and dignity, their privacy, their right to equality and right to opportunity in the workplace, is created. It understands that equality in employment can be seriously impaired when individuals are subjected to discrimination by way of sexual harassment at workplace. Each such incident results not only in the violation of fundamental rights of “Gender Equality” and the “Right to Life and Liberty” under Articles 14, 15 and 21 of the Constitution of India but also in the violation of the victim's fundamental right under Article 19 (1) (g) “to practice any profession or to carry out any occupation, trade or business”. The fundamental human rights to protection against sexual harassment and the right to work with dignity are also universally recognized by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women (“CEDAW”), which has been ratified on the 25th June, 1993 by the Government of India. Pursuant to the Constitutional provisions mentioned above and India’s commitment to the objectives of CEDAW, the Indian Parliament has enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013 ("the Law") with the objective to provide protection against sexual harassment of women at workplace. DSM recognizes that the Law has been passed as a measure to provide equal opportunity to work to its women population and grant them equality under the Constitution of India. Thus, the procedure and the mechanism specified in Law has been provided keeping the women population in mind i.e. to prevent instances of sexual harassment of women at workplace and to have a complaints mechanism to address their complaints. However, DSM also recognizes that genders other than women aren’t immune to sexual harassment as well and can experience such behaviors at the workplace.

DSM is committed to work and provide support towards provision of a safe and conducive environment at workplace not only for all its employees but also its consultants, associates, students, affiliates regardless of gender. Additionally, it is committed to create an ethos of acceptance and inclusivity such that individuals regardless of their sexual orientation, sexual preferences, individuals belonging to LGBTQI community, individuals choosing to not be in any of the socially constructed communities and adopting a fluid/non-binary approach feel respected and accepted at the workplace. In light of the above, DSM has formulated this policy against sexual harassment at workplace (“**Policy**”).

I. WHAT IS THE OBJECTIVE OF THIS POLICY?

- a) To ensure a safe work environment for all employees, consultants, associates, affiliates as well all students of DSM, by setting guidelines and processes for prevention, prohibition and redressal of sexual harassment.
- b) To work towards creating an atmosphere that promotes equality, non-discrimination and gender justice.
- c) Promote gender amity and spread gender awareness and sensitize all about these issues.
- d) Provide guidelines for protection from sexual harassment and uphold the basic right to work and live with dignity.
- e) Make recommendations regarding measures that should be taken to deter sexual harassment.
- f) Promptly, confidentially and sensitively address issues related to sexual harassment and lay down the procedure for the resolution, settlement or prosecution of acts of sexual harassment.
- g) Ensure that the rules and regulations are gender just and make recommendations regarding procedures for the prevention, prohibition, resolution, settlement and prosecution of acts of sexual harassment.
- h) Deal with complaints of sexual harassment through the Internal Complaints Committee (“ICC”) in accordance with this Policy and within a fixed time frame, while ensuring that support services are available.

- i) Display at prominent place in all DSM offices and all, the penal consequences of Sexual Harassment and constitution of the Internal Complaints Committee (defined below), and, names and details of members of the Internal Committee.
- j) Organize workshops and awareness programs at regular intervals for sensitizing Employees, consultants, talents, associates, affiliates, students, etc. as per the Law.
- k) Provide all necessary facilities for the Internal Committee for dealing with the Complaints.
- l) Assist in securing attendance of Respondent and witness/es before the Internal Complaints Committee.
- m) Make available to the Internal Complaints Committee such information as it may require in respect of all Complaints.
- n) Provide assistance to the Aggrieved Woman filing a Complaint under the Indian Penal Code (IPC) or any other Applicable Laws (defined below).
- o) Cause to initiate action, under the IPC, or other Applicable Laws, against the Respondent, or if the Aggrieved Woman or the Aggrieved Person desires, where the perpetrator is not an Employee, consultants, talents, associates, affiliates, students, etc. at any of DSM Location where the incident of sexual harassment took place.
- p) Treat all sexual harassment cases against Aggrieved Women as misconduct and deal accordingly.
- q) Monitor timely submission of Statutory Reports by the Internal Committee and compliance with disclosure requirement in the Annual Report.
- r) Carry out orientation programs and conduct capacity and skill building programs for all Members as per Applicable Laws prescribed by the Appropriate Government.
- s) Use modules developed by the appropriate Government to conduct workshops and awareness programs for sensitizing the Employees with the provisions of the Prevention of Sexual Harassment Laws.

II. APPLICABILITY

This Policy shall be applicable for all Employees, consultants, associates, students, etc. of DSM and its affiliate Entities and Visitors at any of the office Location (as defined hereunder).

III. WHAT IS SEXUAL HARASSMENT?

It is an unwelcome inappropriate behavior (whether directly or by implication) which includes:

- a) Physical contact and advances including touching, deliberately brushing against another person, interference with an individual's normal work movement or assault.
- b) Demand or requests for sexual favors, offensive or unwelcome flirtations, unwanted sexual advances or propositions, threats or suggestive or insulting sounds.
- c) Making sexually colored remarks including sexual tones including repeated sexual innuendoes, sexual epithets, derogatory slurs, sexually explicit jokes, letters, phone calls, text, e-mails, WhatsApp or through any other electronic communication etc.
- d) Showing pornography such as derogatory or sexually explicit posters, cartoons, photographs, magazines, drawings, or other printed items; suggestive objects, pictures; emails, screen savers; or other electronic communications; graphic commentaries and leering or obscene gestures.
- e) Any other unwelcome visual, verbal, or physical conduct of a sexual nature.

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

- a) When either implicitly or explicitly it becomes a condition of the individuals present or future employment
- b) Implied or explicit promise of preferential treatment in employment
- c) Implied or explicit threat of detrimental treatment in employment.
- d) The harassment has a purpose or effect of unreasonably interfering with the work performance or creating an environment, which is intimidating, hostile or offensive
- e) Humiliating treatment likely to affect health or safety.

Sexual Harassment is not specific to any gender or from any specific gender – it could be Male to Female, Female to Male, Male to Male, or Female to Female or male or female to transgender or any other. Everyone must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as Sexual Harassment.

IV. **DEFINITIONS**

- a) **“Aggrieved Persons”** shall mean Employee, consultants, associates, affiliates, students or Visitors (other than Aggrieved Women) who are affected as victims of Sexual Harassment at any of the office Premises.
- b) **“Aggrieved Woman”** shall mean a woman Employee, consultant, associates, affiliates, students or a woman Visitor who may be affected as victims of Sexual Harassment at any of DSM office Premises.
- c) **“Annual Report”** shall mean the annual report published by DSM in accordance with Applicable Laws.
- d) **“Applicable Laws”** shall mean all applicable laws in respect of prevention of Sexual Harassment including without limitation the Prevention of Sexual Harassment Laws, the IPC and rules there under, and applicable court or tribunal decision.
- e) **“Appropriate Government”** shall mean the Central Government or the State Government as applicable in relation to DSM’s Offices.
- f) **“DSM”** means DRAMA SCHOOL MUMBAI and /or its relevant affiliate entity of which the Complainant is an Employee.
- g) **“Complainant”** shall mean an Aggrieved Woman, or, an Aggrieved Person or a person making a Complaint on behalf of an Aggrieved Woman, or, an Aggrieved Person.
- h) **“Conciliation”** shall mean conciliation proceedings available to an Aggrieved Woman, or an Aggrieved Person as per Applicable Laws as per Section VIII (A).
- i) **“District Area”** shall mean the district for the relevant office location.
- j) **“Disciplinary Action”** shall mean disciplinary action in accordance with the Services/DSM Rules.
- k) **“Employee”** means an employee on the payrolls of DSM and shall include those regular, temporary, ad hoc or daily wages, whether employed directly, through an agent, or a contractor. It includes co-workers, contract, worker, probationer, trainee, apprentice, on deputation, contract, temporary, part time or full time, or working as consultants or called by any other name.
- l) **“Inquiry Proceedings”** shall mean the final inquiry proceedings post issues of Findings and receipt of Final Representations from the Aggrieved Person and the Respondent.
- m) **“Inquiry Report”** shall mean the final inquiry report issued by the Internal Committee, listing the Recommendation to the Senior Management in respect of a Complaint.
- n) **“False Complaint and Malicious Evidence”** shall mean a false Complaint as described in Section VIII. The following are liable for making False Complaint or Malicious Evidence (i) an Aggrieved Woman, or an Aggrieved Person, (ii) a person making a Complaint and/or (iii) any witness who has given forged or provided misleading Evidence to the Internal Committee.
- o) **“Findings”** shall mean the findings of the Internal Committee conducted Preliminary Investigations.
- p) **“HR”** shall mean the human resources department of DSM called as the HR department or whatever name.
- q) **“Incident”** refers to an incident of Sexual Harassment.
- r) **“IPC”** shall mean the India Penal Code, 1860.
- s) **“Internal Complaints Committee”** or **“Internal Committee”** shall mean a committee set up in accordance with Section V of this Policy.
- t) **“Investigation Process”** shall mean investigation process in accordance with Section VII of this Policy.
- u) **“Legal Heir”** shall mean the legal heir in accordance with the Applicable Laws.
- v) **“Branch Offices”** shall mean all offices and administrative units of all Entities located at different place.

- w) **“Location”** shall mean the official premises and shall include the establishment of DSM or where an Aggrieved Woman, or an Aggrieved Person has been subject to sexual harassment.
- x) **“Member”** refers to a member of the Internal Committee appointed as per this Policy for handling the case of Sexual Harassment.
- y) **“Personal File”** shall mean the personal file of an employee or students as maintained by authorized person of DSM.
- z) **“Policy”** shall mean this Prevention of Sexual Harassment Policy.
- aa) **“Preliminary Proceedings”** shall mean the preliminary inquiry proceedings conducted by the Internal Committee post receipt of a Complaint.
- bb) **“Prescribed Manner”** shall mean the process and documentation as is prescribed in this Policy for submission of Complaints.
- cc) **“Prevention of Sexual Harassment Law”** shall mean the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
- dd) **“Recommendation”** shall mean the recommendations of the Internal Committee in accordance with section VII of this Policy.
- ee) **“Remedial Action”** shall mean a remedial action against the Respondent in accordance with this Policy.
- ff) **“Respondent”** refers to the Employee or Visitor person committing the act of Sexual Harassment at any Branch Office Location or against whom a complaint of Sexual Harassment has been lodged.
- gg) **“Senior Management”** shall mean any person responsible for the management, supervision and control of DSM or a person discharging contractual obligations with respect to the Employee, and includes the person or Committee responsible for formulation and administration of policies for such DSM.
- hh) **“Services/DSM Rules”** shall mean the applicable services rules of DSM where the Respondent is working, and shall include, without limitation, all standing orders, code of conduct, policies, guidelines and/or any other communication(s) made by the Management in respect of employment or services conditions or related issues, from time to time.
- ii) **“Settlement” or “Conciliation Settlement”** shall mean the terms of settlement arrived at, with the assistance of the Internal Committee, between an Aggrieved Woman or an Aggrieved Person, and, a Respondent, post Conciliation as per this Policy.
- jj) **“Sexual Harassment”** shall mean sexual harassment as provided in Section III of this Policy.
- kk) **“Special Educator”** shall mean a person trained in communication with people with special needs in a way that address their issues.
- ll) **“Statutory Report”** shall mean a report to be filed by Internal Committee in accordance with the Applicable Laws.
- mm) **“Victimization” or “Retaliation”** in the context of this Policy is any adverse employment action against an Aggrieved Woman, or, an Aggrieved Person because the Aggrieved Woman, or, Aggrieved Person had lodged a Sexual Harassment Complaint or participated in the Investigation Process of Complaint.
- nn) **“Visitors”** shall mean any visitors not being Employee of DSM.

V. CONSTITUTION AND ROLE OF INTERNAL COMPLAINTS COMMITTEE

- A. Formulation of Internal Committee:** DSM shall, in writing, formulate an Internal Complaints Committee which will be located at Head office of DSM for handling and dealing with Complaints on Sexual Harassment.
- B. Presiding Officer and Members:** The Internal Committee shall consist of the following Members for a term not exceeding three (3) years:
 - (i) The Presiding Officer, shall be a woman Employee at a senior level from amongst the Employees at DSM’s head office.
 - (ii) At least two (02) Members from amongst Employees preferably committed to the cause of women or, who have experience in social work, or, who have legal knowledge;
 - (iii) One (1) 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;

- (iv) At least half of the total Members of the Internal Committee so appointed should be women; and/or
- (v) In the event a Complaint is received from Aggrieved Persons (not being women), the Internal Committee may co-opt additional Members on a case to case basis.
- C. **Prescribed Fees.** The Member(s) appointed from amongst non-governmental organizations or associations committed to the cause of women, shall be paid fees and/or allowances as may be prescribed under Applicable Laws.
- D. **Role of Internal Committee:**
 - (i) To operate as the receiving and Inquiry authority for dealing and investigating all Complaints of Sexual Harassment and to recommend appropriate action for each Complaint as per this Policy and Applicable Laws.
 - (ii) To provide interim relief, take immediate and appropriate corrective action by doing whatever is necessary to end or prevent any further Sexual Harassment and make the Aggrieved Woman, or, the Aggrieved Person emotionally comfortable in accordance with this Policy and in accordance with the Applicable Laws (e.g., by counselling, providing necessary support services and so on).
 - (iii) To submit a detailed report and recommend appropriate Remedial Action in respect of all Complaints, undertake appropriate analysis and apprise the Senior Management of the same on a periodic/need basis.
 - (iv) Make follow-up inquiries to ensure the Harassment has not resumed or the Aggrieved Person is being victimized.
 - (v) To facilitate Conciliation for settlement in accordance with Applicable Laws.
 - (vi) To ensure complete Confidentiality of all Complaints, Inquiry Proceedings in accordance with Section XII.
 - (vii) To take a decision after the Investigations and Inquiry Proceedings against complaints of Retaliatory behavior against or Victimized of those involved/associated with the Complaint or Investigation.
 - (viii) To organize, deploy and disseminate orientation and training programs or any other collateral such as notifications, for preventing and creating awareness regarding the issues of Sexual Harassment.
 - (ix) Submission of Statutory Report and comply with information requirements in the Annual Report.

VI. **PROCESS OF MAKING COMPLAINTS**

- A. **Complaints To be Made By:** Any Aggrieved Woman, or, Aggrieved Person or an Employee or Visitor or a Member may make Complaints to the Internal Committee either for himself/herself or on behalf of another Employee/Visitor:
 - (i) Verbally; or
 - (ii) Over the phone; or
 - (iii) In person; or
 - (iv) In written form-through a letter/e-mail.
- B. **In Writing:** All Complaints will need to be made/ recorded in writing in the Prescribed Manner by the Complainant covering all the relevant information in writing in order to commence Inquiry Proceedings. For guidance purposes, please refer to the form provided in Annexure II. For Prescribed Manner for submission of Complaints, please refer to Annexure III.
 If the Complainant or the Aggrieved Woman, or, the Aggrieved Person is unable to make the Complaint in writing, the Internal Committee shall render all reasonable assistance to such person to register the Complaint in writing, upon receiving a verbal Complaint.
- C. **Incapacitated Aggrieved Woman:** If an Aggrieved Woman is unable to make a Complaint on account of physical or mental incapacity or her death or otherwise, her legal heir or such other person (as is prescribed to do so by the Appropriate Government), may make a Complaint on her behalf. Please see Annexure IV in this regard.

- D. Time Line:** All Complaints should be made within three (03) months from the date of the Incident. In case of a series of incidents, complaints should be made within three (03) months from the date of the last Incident. The Internal Committee may only extend the time line as per Applicable Law, if satisfied that the circumstances were such that delay was warranted and record reasons for condoning the delay.

VII. PROCESS OF DEALING WITH COMPLAINTS

- A. Settlements by Conciliation for Aggrieved Women or Aggrieved Person:** After making a complaint, and before commencement of Preliminary Proceedings, an Aggrieved Woman or an Aggrieved Person may, at their sole discretion, request for Conciliation and settlement. Such Conciliation shall be in accordance with Section VIII (A) of this Policy.

B. Preliminary Proceedings:

If no request for Conciliation is made by the Aggrieved Woman, or, the Aggrieved Person, the following shall take place on receipt of a written Complaint:

- (i) The Internal Committee will contact the Aggrieved Woman, or, the Aggrieved Person at the earliest, no later than seven (07) working days the date of receipt of a Complaint made in the Prescribed Manner. The Internal Committee may also contact the Respondent to obtain the Respondent's version.
- (ii) Within seven (07) working days of receipt of the Complaint, the Internal Committee will organize a Preliminary Meeting with the Aggrieved Woman, or, the Aggrieved Person to hear and record her/his allegations.
- (iii) As soon as a Complaint is received, and no later than ten (10) working days from the date of receipt of written Complaint, the Internal Committee will send one (01) copy of the Complaint to the Respondent.
- (iv) The Respondent will be required to file his/her written reply to the Complaint along with his/her list of documents and names and address of witness/es, if any within a period not exceeding ten (10) working days from the date of receipt of Complaint by the Respondent in the Prescribed Manner.
- (v) Immediate thereafter, within three (03) working days, the Respondent shall be asked to present his/her case before the Committee and an opportunity will be given to the Respondent to provide explanation.
- (vi) The Aggrieved Woman, or, the Aggrieved Person or the Respondent may also submit any further corroborative material with documentary proof, oral or written material, etc., to substantiate a Complaint at any stage before the Final Proceedings.
- (vii) The Internal Committee may hold the Preliminary proceedings in any of DSM or Branch office location or outside as it may deem proper.

C. Final Proceedings.

- (i) Final Investigation and Final Inquiry:** Upon completing the Preliminary Proceedings, referred above, the Internal Committee will proceed to make a Final Investigation and Final Inquiry into the Complaint as stated in this Section. The Final Inquiry Proceedings shall be completed within ninety (90) days from the date of receipt of the Complaint.

- (ii) Powers of Committee for Conduct of Final Investigations:** For Conducting Final Proceedings, referred above, the Internal Committee shall be entitled to exercise any of the below referred powers, which shall be the same powers as are vested in a civil court when trying a suit respect of the following matters:

- a. Summoning and enforcing attendance of any person and examining him on oath;
- b. Requiring the discovery and production of documents; and
- c. Any other powers as shall be informed from time to time

- (iii) Final Findings.** After conducting Final Investigation and Final Inquiry, the Internal Committee will record their Final Findings in writing in accordance with the letter and spirit of Applicable Laws.

- (iv) Final Report and Recommendations:** A copy of the final Findings will be made available to the Aggrieved Woman, or, the Aggrieved Person and the Respondent and adequate opportunity will be given to each of them to enable them to make representation against the

Final Findings before the Internal Committee. The representations of the Aggrieved Woman, or, the Aggrieved Person and the Respondent shall be duly recorded.

- (v) **Inquiry Report and Recommendations:** No later than ten (10) days of completion of the Final Investigation and Final Inquiry Proceedings, the Internal Committee shall submit its Inquiry Report along with its Recommendation to the Senior Management. A copy of the Inquiry Report will be made available to the concerned parties. It is clarified that the Internal Committee shall not provide soft copies of any Final Findings or any the Inquiry Proceedings to any person.

The Internal Committee shall record all material facts and evidence gathered during the Inquiry Proceedings and reasons for reaching its conclusions and provide any of the following Recommendations in its Inquiry Report:

- a. **No Case is made Out:** In the event the Internal Committee determines and recommends in its Inquiry Report that the allegations against the Respondent has not been proved and/or the Complaint does not fall under the purview Of Sexual Harassment, it shall recommend that no action is required to be taken in the relevant Complaint.
- b. **False Complaint:** If the Internal Committee determines in its Inquiry Report that allegation in a Complaint against a Respondent are false and malicious, or, forged, or, misleading evidence has been produced by any witness or nay Complainant, the Internal Committee shall recommend necessary actions to be taken in accordance with Section VIII (B) of this Policy. It is clarified that inability to substantiate is not a false Complaint.
- c. **Cases is Made Out:** In the event the Internal Committee determines that a case is made out, it shall recommend to the Employer the Remedial Action, as detailed in Section VIII (B).

VIII. DETERMINATION PROCESS OF COMPLAINTS AND/OR INQUIRY PROCEEDINGS

- A. Conciliation and Settlement for Aggrieved Woman Only:** If the Aggrieved Woman or the Aggrieved Person requests for Conciliation, in writing, before commencement of Inquiry Proceedings, the Internal Committee shall facilitate and take steps for settling the matter between her/him and the Respondent through Conciliation. However, no monetary settlement shall be made as a basis for such Conciliation.

The terms of Conciliation Settlement shall be recorded by the Internal Committee and forwarded to the Senior Management to take action as per the Recommendation of the Internal Committee. Copies of such Settlement should be provided to the Aggrieved Woman or the Aggrieved Person and the Respondent.

Where a Conciliation Settlement is arrived at, no further Inquiry shall be conducted by the Internal Committee. However, if the Aggrieved Woman informs the Internal Committee that the Respondent has not complied with any of the Settlement Terms as per the Conciliation Settlement, the Internal Committee shall either proceed to make Inquiry into the Complaint or, forward the Complaint to the Police.

B. Remedial Action as per the Inquiry Report:

The Senior Management shall act upon the Recommendation within fifteen (15) days of receipt of the Inquiry Report and the Recommendation(s) as follows:

- (i) **If no case made out:** The Complaint will be dropped after recording the reasons thereof;
- (ii) **If a False Complaint or Malicious Evidence is filed:** The Senior Management may take action against Complaint or person who has made the Complaint in accordance with the Service Rules of DSM.

The Senior Management may also issue to the parties found guilty of lodging a False Complaint or Malicious Evidence a warning, reprimand or censure, withholding of promotion,

withholding of pay rise in increments terminating the Respondent from service or undergoing counselling session for carrying out community service.

(iii) If a Case is Made Out (for Aggrieved Woman Only), the Internal Committee may suggest the following:

- a. Initiate Inquiry for misconduct in accordance with the Service/DSM Rules.
- b. Debit from the salary/fees of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Woman and pay Compensation in accordance with Section VIII (B) (vi) of this Policy.
- c. Require a written apology from the Respondent.
- d. Issue to the Respondent a warning, reprimand or censure, withholding of promotion, withholding of pay rise in increments, terminating the Respondent from service or undergoing counselling session for carrying out community service.

(iv) If a Case is Made Out (for other Aggrieved Persons), the Internal Committee may suggest the following for:

- a. Initiate Inquiry for Misconduct in accordance with the Service Rules; and/or
- b. Issue an advisory to be filed in the Personal File; and/or
- c. Issue a warning letter to be filed in the Personal File; and/or
- d. Stoppage of increment/fees for a specified time period, and/or
- e. Issue to the Respondent a warning, reprimand or censure, withholding of promotion, withholding of pay rise in increments/fees, terminating the respondent from service or undergoing counselling session for carrying out community service.

(v) Misconduct: All cases where action of misconduct is required to be taken shall be dealt with as per the Service/DSM Rules and may involve the following actions:

- a. Reduction to a lower grade or post; and/or
- b. Suspension from service without salary/fees for specified time period; or
- c. Termination from services. An Employee dismissed and discharged from service for such misconduct, shall not be entitled to any notice or pay in lieu of notice, or any other benefits or privileges provide by the Management except those to which he may be entitled under Applicable Law; and /or
- d. Any other action that the Senior Management may deem commensurate having regard to the severity of Sexual Harassment; and/or

All matters pertaining to suspension or termination of services will require approval from the Senior most Official in the HR Department or the Designated Partners of DSM.

(vi) Compensation: The Internal Committee may award compensation to the Aggrieved Woman in pursuance of this Policy upon having due regard to the relevant to the following:

- a. Mental trauma, pain, suffering and emotional distress caused to the Aggrieved Woman; and/or
- b. Loss of career opportunity due to incident of sexual harassment; and/or
- c. Medical expenses for physical or psychiatric treatment; and/or
- d. Income and financial status of the Respondent; and/or
- e. Feasibility of payment in lump sum or in installments; and/or

If the Employer is unable to deduct from the salary/fees of the Respondent on account of his/her being absent, or cessation of employment, it may direct the Respondent to pay the compensation amount directly to the Aggrieved Woman; and/or

If the Respondent fails to pay the amount, the Internal Committee may forward the order of recovery of the sum as an arrear of land revenue to the concerned District Officer.

IX. NON-RETALIATION POLICY

- A. **Non-Retaliation.** The Internal Committee/Senior Management must be sensitive to the possibility of the Respondent displaying retaliatory behavior. At all times, the Internal Committee/ Senior Management shall take all necessary steps to prevent Retaliation/Victimization against the Aggrieved Person/Complaint.
- B. **Privilege to Aggrieved Woman During Inquiry Proceedings:** If the Aggrieved Woman requests in writing, the Internal Committee may recommend the Senior Management to do any of the following, during a pending Inquiry Proceeding:
 - (i) Transfer the Aggrieved Woman;
 - (ii) Grant leave to the Aggrieved Woman for up to three (3) months. This leave shall be in addition to the leaves she is otherwise entitled to; or
 - (iii) Grant such other remedies as shall be prescribed by the Appropriate Government from time to time in this regard
 - (iv) Restrain the Respondent from reporting on the work performance of the Aggrieved Woman or writing her confidential report, and assign the same to any other Employee as the Senior Management may deem fit and necessary.

X. APPEAL AGAINST RECOMMENDATIONS OF A COMMITTEE

- A. **Recourse to Court:** Appeal against recommendations of the Internal Committee may be made to a court or tribunal as per the Service/DSM Rules applicable to the person making the appeal. Rules are to be prescribed by the appropriate authority for manner of making appeals where no service rules exist.
- B. It is clarified that when the Respondent is convicted of the offence the court may, order the Respondent to pay to the Aggrieved Woman such sums as it may consider appropriate having due regard to this Policy and Applicable Laws.

XI. LOCAL COMMITTEE

Local Committee: As per Applicable Laws, Aggrieved Women may make complaints against employees or in cases where Internal Committee has not been set up in writing to the “Local Complaint Committee” (“Local Committee”) constituted at a District Area to the Local Committee. The Proceedings of dealing with Complaints and Inquiry Proceedings shall be as per Applicable Laws.

XII. CONFIDENTIALITY DURING INQUIRY

- A. **Confidentiality Obligation:** DSM is committed to maintaining confidentiality of the Complaint, and undertakes that the identity and address of the Aggrieved Woman or Aggrieved Person, Respondent, Witnesses, information relating to conciliation and Inquiry Proceedings, recommendation of the Internal Committee and action taken by DSM shall not be communicated, published or made known to the public, press and media in any manner.
- B. **Permitted Disclosure:** Only information regarding justice secured to any Aggrieved Woman or Aggrieved Person, without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Aggrieved Women or Aggrieved Person or the witnesses. Violation of the above without good reason can result in Disciplinary Action against the concerned Committee Member.
- C. **Breach of Confidentiality Procedures:** may result in dismissal or appropriate action against the Member as per Applicable Laws.

XIII. REPORTING OBLIGATIONS

- A. **Statutory Report:** The Internal Committee of DSM shall prepare and submit Statutory Report to the Senior Management during each Calendar Year. The Statutory Report shall provide the following information: (i) number of Complaints on Sexual Harassment received during the year, (ii) number of Complaints disposed-off during the year; (iii) number of cases pending for more than ninety (90) days; (iv) number of workshops or awareness programs against sexual harassment carried out and (v) nature of action taken by DSM.

- B. Annual Report:** DSM shall include in its Annual Report the number of cases filed, if any, and their disposal under the Applicable Laws.

XIV. POLICE COMPLAINTS

A Complainant may lodge a Complaint with the relevant police station in the following circumstances:

- (i) In case of complaints where such conduct amounts to a specific offence under the Indian Penal Code or under any other law currently in force.
- (ii) If the Settlement Terms have not been met with by the Respondent, the Aggrieved Woman informs the Internal Committee to the police as per the Applicable Law.
- (iii) If an Internal Committee has not been set up by an organization.

Where the Employee of DSM lodges a direct complaint alleging Sexual Harassment directly with the police, intimation regarding the same must also be sent to the Internal Committee by the Employee as soon as possible.

Annexure-II

Incident Reporting Format

(The Format below are indicative guidelines for filing Complaints and not mandatory. A Complainant may make a Complaint in any other Form)

Incident Reporting Format	
Name of the Complainant/Victim:	
Incident Reported against (Name of the Respondent):	
Date of Reporting	
Incident Details:	
What happened?	
Who was involved?	
When did the incident take place?	
How did you get to know this?	
Was it the first time this has occurred or has it happened previously?	
Any witness (es)? If yes, please share their names?	
Is there any other physical evidence or document(s) of the incidents?	
If yes, please attach the document or evidence	
Anything else that you would want to mention	

(Signature of the Complainant/Victim)

ANNEXURE-III

Additional Requirements

- I. Submission of Complaint Copies:** At the time of filing Complaint, the Complainant shall submit to the Internal Committee six (6) copies of the Complaint, along with supporting documents and the names and address of Witness (es), if any.
- II. Legal Practitioner:** Neither the Complainant nor the Respondent shall be allowed to bring any Legal Practitioner to represent them in their case at any stage of the proceedings before the Internal Committee.
- III.** All Inquiry Proceedings shall be made in accordance with the principles of natural justice.
- IV. Ex-Parte Order:** If the Complainant or the Respondent fails to present himself or herself for three (03) consecutive hearings convened by the Presiding Officer, the Internal Committee shall provide a written notice of at least fifteen (15) days to the Complainant and the Respondent, and may either terminate the Inquiry Proceedings, or, may pass an ex parte decision on the Complaint.
- V.** All inquiries shall be conducted by and in the presence of a minimum of three (3) Members, including the Presiding Officer.
- VI.** It is clarified that the Internal Committee will only distribute and circulate hard copies of all documents required to be distributed to any party. No soft copies will be provided.

ANNEXURE IV

Manner of Making Complaints by Incapacitated Women

- I. Physical Incapacity:** Where the Aggrieved Woman is unable to make a Complaint on account of her physical incapacity, a Complaint may be filed by any of the following persons:
 - a. her relative or friend; or
 - b. her co-worker; or
 - c. any officer of the National Commission for Woman or State Women's Commissions; or
 - d. any person who has knowledge of the Incident, with the written consent of the Aggrieved Woman.
- II. Mental Incapacity:** Where the Aggrieved Woman is unable to make a Complaint on account of her mental incapacity, a Complaint may be filed by any of the following persons:
 - a. her relative or friend; or
 - b. a special educator; or
 - c. a qualified psychiatrist or psychologist; or
 - d. the guardian or authority under whose care she is receiving treatment or care; or
 - e. any person who has knowledge of the Incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist guardian or authority under whose care she is receiving treatment or care.

- III. Other Incapacity:** Where the Aggrieved Woman is unable to make a Complaint for any reason other than Section I or Section II of this Annexure III, a Complaint may be filed by any person who has knowledge of the Incident, with the written consent of the Aggrieved Woman.
- IV. Death of Aggrieved Person or Aggrieved Woman:** Where the Aggrieved Woman is deceased, a Complaint may be filed by any person who has knowledge of the Incident, with the written consent of her Legal Heir.