

RACHIT PRINTS LIMITED
(FORMERLY KNOWN AS RACHIT PRINTS PRIVATE LIMITED)
POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

TABLE OF CONTENTS

SR. NO.	PARTICULARS
1.	PREFACE
2.	OBJECTIVES
3.	SCOPE
4.	DEFINITIONS
5.	RESPONSIBILITY AS EMPLOYER
6.	INTERNAL COMPLAINT COMMITTEE (ICC)
7.	ROLES & RESPONSIBILITY OF ICC
8.	LODGING COMPLAINT
9.	COMPLAINT REDRESSAL MECHANISM
10.	ENQUIRY/ INVESTIGATION PROCESS
11.	DISCIPLINARY ACTION
12.	CONFIDENTIALITY
13.	PROTECTION AGAINST RETALIATION
14.	DOCUMENTATION
15.	COMPLAINTS MADE WITH A MALICIOUS INTENT
16.	TIME PERIOD
17.	AUTHORITY FOR APPROVAL & ALTERATION
18.	EFFECTIVE DATE
19.	DISCLAIMER

1. PREFACE

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Company has framed a policy on Prevention of Sexual Harassment at Workplace.

According to RPL code of conduct “Our success is based on our people”. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement; protect their privacy and **do not tolerate any form of harassment or discrimination**.

The ‘Policy on Prevention of Sexual Harassment of women at workplace Rachit Prints Limited intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

2. OBJECTIVES

To fulfill the directive of the Supreme Court of India and in compliance with the Sexual of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 enacted by Government of India enjoining all employers have to develop and implement a policy against sexual harassment of women at the workplace.

Rachit Prints Limited (hereinafter referred to as “Company” or “RPL”) intends to promote a safe working environment that is conducive to the professional growth of its employees. Hence RPL adopts and implements the Prevention, prohibition and redressal from Sexual Harassment at workplace policy giving justice and affording fair treatment to women whether employed or not, as an ideal employer.

3. SCOPE

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the Company including factories, plants, subsidiaries, branches and affiliated companies at their workplace or at client sites. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

The workplace includes:

- a. Workplaces at different locations and sites.
- b. Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.
- c. Any other place including its branch offices which may be recognized by Company as its place of work from time to time.

4. DEFINITIONS

- a. **Aggrieved Person** means a person in relation to work place whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent.
- b. **Company/ Employer** means Rachit Prints Limited (“Company” or “RPL”)
- c. **Employee** means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wages 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 express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

- d. **Internal Complaints Committee** means a committee constituted by Company as per this Policy
- e. **Respondent** means a person against whom the aggrieved person has made a complaint.
- f. **Sexual Harassment** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:
- i. Physical contact and advances
 - ii. A demand or request for sexual favors
 - iii. Making Sexually colored remarks
 - iv. Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings
 - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
 - vi. Following circumstances amongst other circumstances mentioned above may constitute sexual harassment if it occurs or is present in relation or connected with any act or behavior of sexual harassment:
 - Implied or explicit promise of preferential treatment in their employment;
 - Implied or explicit threat of detrimental treatment in their employment
 - Implied or explicit threat about their present or future employment status
 - Interfering with their work or creating an intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.
 - Humiliating treatment likely to affect the health and safety of the aggrieved person.
 - vii. In addition to the instances mentioned hereinabove, any other acts or behavior, which outrages the modesty of a female employee, will be considered as sexual harassment.
- g. **Workplace** includes any department, organization, undertaking, establishment, enterprise institution, office or branch unit. Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

5. RESPONSIBILITY OF AS EMPLOYER

- a. Ensure a safe working environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
- b. Ensure awareness and orientation on the issue
- c. Constitute Complaints Committee so that every working woman is provided with a mechanism for redress of her complaint(s);
- d. Ensure Complaints Committees are trained in both skill and capacity;
- e. Prepare an annual report and report to the appropriate authority;

6. INTERNAL COMPLAINTS COMMITTEE (ICC)

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" (hereinafter referred as 'Committee' or 'ICC') is constituted. Every complaint received shall be forwarded to Internal Complaint Committee formed under the policy for redressal. The investigation shall be carried out by Internal Complaints Committee constituted for this purpose.

The committee shall be comprised of:

- Presiding Officer: A woman employed at a senior level in the organization or workplace
- At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge
- One external member, familiar with the issues relating to sexual harassment
- At least one half of the total members is women

7. ROLE & RESPONSIBILITY OF ICC

The Complaints Committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure

- Investigating every formal written/informal complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment.
- Any other responsibility as may be required as per situation.

8. LODGING COMPLAINT

The complainant needs to submit a detailed complaint, along with evidence available or names of witnesses, to any of the committee members at the workplace.

The complaint must be lodged within 3 months from the date of incident/ last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent.

- Legal heir, relative or friend
- Co-worker
- Any person having the knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

9. COMPLIANT REDRESSAL MECHANISM

- Any employee who feels and is being sexually harassed (aggrieved person) directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within one month of occurrence of incident or last incident 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 last incident.
- 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 aggrieved person within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the aggrieved person and record her/ his allegations. The Aggrieved person can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint.
- Thereafter, the person against whom complaint (hereinafter referred as the 'respondent') is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation.
- An "Enquiry/ Investigation" shall be conducted and the aggrieved person and the respondent shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the aggrieved person has been sexually harassed as claimed, the respondent will be disciplined accordingly.
- 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 aggrieved person shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

10. ENQUIRY / INVESTIGATION PROCESS

- The Committee shall immediately proceed with the Enquiry and communicate the same to the aggrieved person 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.

- b. The aggrieved person shall be provided with a copy of the written explanation submitted by the person against whom complaint is made. If the aggrieved person or the person against whom complaint is made desires any witness to be called, they shall communicate in writing to the Committee the names of witness whom they propose to call.
- c. If the aggrieved person desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the respondent 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.
- d. The Committee shall call upon all witnesses mentioned by both the parties.
- e. The Committee shall provide every reasonable opportunity to the aggrieved person and to the person against whom complaint is made, for putting forward and defending their respective case.
- f. The Committee shall complete the "Enquiry" within three months and communicate its findings and its recommendations for action to the Board. The report of the committee shall be treated as an enquiry report on the basis of which an employee can be awarded appropriate punishment straightaway.
- g. The Board will direct appropriate action in accordance with the recommendation proposed by the Committee.

11. DISCIPLINARY ACTION

In case any such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the company shall initiate appropriate action in accordance with the law by lodging a complaint with the appropriate authority.

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the respondent. These actions shall be in addition to any legal recourse sought by the aggrieved person.

The penalties listed below are indicative, and shall not constrain from considering others, in accordance with the rules governing the conduct of all employees of the Company.

- a. *Dismissal*
- b. *Denial of re-employment*
- c. *Stopping of increments/promotion*
- d. *Demotions/Transfer*
- e. *Withdrawal of residential facilities etc. and prohibition from entry on the campus etc.*

12. CONFIDENTIALITY

The contents of the complaint, the identity and addresses of the aggrieved staff member, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by the Company shall not be published, communicated or made known to the public, press and media in any manner.

13. PROTECTION AGAINST RETALIATION

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Committee shall ensure that the aggrieved person or the witness are not victimized or discriminated against by the respondent. Any unwarranted pressures, retaliatory or any other type of unethical behavior from the respondent against the aggrieved person while the investigation is in progress should be reported by the aggrieved person to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

14. DOCUMENTATION

The Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the aggrieved person's and the respondent's files with the full report of the Complaints Committee.

15. COMPLAINTS MADE WITH A MALICIOUS INTENT

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the aggrieved person. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

16. TIME PERIOD

The enquiry shall be completed and the Enquiry Report shall be prepared within a period of 90 days from the date on which the enquiry is commenced.

In the event of any delay in submission of the Enquiry Report the reasons for the same shall be recorded in writing.

17. AUTHORITY FOR APPROVAL& ALTERATION

The Board shall have the authority for approval of this policy in pursuance to this Regulation. The Human Resource Department (in consultation with the Board) is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alteration shall be in consonance with the provisions of the Acts and Regulations.

18. EFFECTIVE DATE

The policy will be effective with effect from the date of approval by the Board.

19. DISCLAIMER

Nothing contained in this Policy shall operate in derogation of any law for the time being in force or of any other regulation in force.

Any term or provision which have not been mentioned under this policy shall be governed by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act In any circumstance where the terms of this Policy differ from any applicable law governing the Company, such applicable law will take precedence over this Policy and procedures until such time as this Policy is modified in conformity with the Applicable Law.

For RACHIT PRINTS LIMITED
(Formerly known as Rachit Prints Private Limited)

Sd/-

Anupam Kansal
Managing Director
DIN: 01982805

Date: October 01, 2024
Place: Meerut

Format for Annual report of Complaint Redressal Committee:

[As required under sec. 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]

Sl. No.	No. Of Complaints received	No. of Cases Adjudicated			Actions taken on the Complaint	No. of Cases pending for more than 90 days
		Through Counseling	Otherwise			
			Guilty	Not Guilty		