

## UTIQUE ENTERPRISES LIMITED

### POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

#### COMMITMENT

Utique Enterprises Limited ("the Company") is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

#### APPLICABILITY

All employees will be governed by this Policy, with appropriate adjustments, to accommodate local, legal or contractual requirements. The term 'Employee' refers to a person employed at a workplace for any work on regular, 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, contract worker, probationer, trainee, apprentice or called by any other such name.

#### SEXUAL HARASSMENT

A woman employee is said to be have been sexually harassed, if she is subjected to directly or indirectly or by implication or by explicitly:-

- Physical contact and advances.
- Demand or request for sexual favours.
- Making sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature, which includes preferential treatment in her employment or threat of detrimental treatment in her employment or threat about her present or future employment status or interference with her work or creating an intimidating or offensive and hostile work environment for her or humiliating treatment likely to affect her health or safety.

Sexual harassment is also a situation where a person:

- Subjects another person to an unwelcomed act of physical intimacy, like grabbing, brushing, touching, pinching or similar conduct.
- Makes an unwelcomed demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion and any of such order.
- Makes an unwelcomed remark with sexual connotations, like sexually explicit compliments/jokes with sexual connotations/ sexist remarks and any of such order.
- Shows a person any sexually explicit visual material, in the form of pictures, cartoons, pin-ups, calendars, screen-savers on computers/any offensive written material/pornographic emails, SMS and any of such order.
- Engages in any other unwelcomed conduct of a sexual nature, which could be verbal, or nonverbal, making offensive gestures, uninvited sex-oriented gestures, teasing or suggestive comments or questions of a sexual nature.

Sexual harassment at the workplace is classified into two distinct types:-

- 'Quid pro quo' means seeking sexual favours or advances in exchange for work benefits and it occurs when consent to sexually explicit behavior or speech is made a condition for employment or refusal to comply with a 'request' is met with retaliatory action such as dismissal, demotion, difficult work conditions.
- 'Hostile work environment' is a form of sexual harassment involving work conditions or behaviour that makes the work environment purposefully difficult for an employee to be in. Certain sexist remarks, display of pornography or sexist/obscene graffiti or jokes, physical contact/brushing against, preventing an employee from carrying out duties are some examples of hostile work environment.

#### COMPLAINT MECHANISM

As the Company currently has less than 10 employees, it is not required to constitute an Internal Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Accordingly, all the complaints under the said Act shall be filed with the Local Complaints Committee, which is set up by District Officers in every district pursuant to Section 6 of the said Act.

The Company shall, on demand, assist the aggrieved employee to file complaint with the Local Complaints Committee.

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Local Complaints Committee within a period of 3 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.

Provided that where such complaint cannot be made in writing, the Local Complaints Committee will render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Local Complaints Committee for the reasons to be recorded in writing, extend the time limit not exceeding 3 months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where the aggrieved woman 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 under the said Act.

#### CONFIDENTIALITY

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interests of the victim, the victim and others who may report incidents of sexual harassment, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

#### PROTECTION TO VICTIM/COMPLAINANT

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

#### CONCLUSION

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/discrimination and where every employee is treated with dignity and respect.

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