



## POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

### **1. Our Commitment**

Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and accorded 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.

SSEL envisages to provide safe and amicable working environment irrespective of caste, creed, religion and gender. In order to provide a healthy and friendly working environment, a policy has been formulated and a committee has been constituted to prevent, prohibit and prescribe any act that any be construed as sexual harassment.

### **2. Scope**

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the Company including all subsidiaries 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:

1. All offices, sites or other premises where the Company's business is conducted.
  2. All company-related activities performed at any other site away from the Company's premises.
  3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.
- III. DEFINITION OF SEXUAL HARASSMENT: Sexual harassment may be one or a series of incidents.

### **3. Preliminary Details**

1. The policy may be called the Rules against Sexual Harassment of employees (Men/Women at SSEL) (Prevention, Prohibition and Redress)
2. The policy is applicable to SSEL covering its associated companies, present and future subsidiary, and associate and joint venture companies incorporated by SSEL management.
3. It shall come into force from the date of signing this agreement.

### **4. Definitions**

Sexual harassment as stated in the SSEL Guidelines include or shall mean the same as stated in the Supreme Court guideline against Sexual Harassment:

It can be defended as unwelcome sexually determined behaviors (whether directly or by implication) as:

- Physical contact and advances





- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following is also sexual harassment and is covered by the committee:

- Eve-teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation and
- Physical confinement against one's will and other act likely to violate one's privacy.

#### 5. Committee to Prevent Sexual Harassment at Work Place

The company has constituted a committee against sexual harassment at the workplace which provided an exclusive platform to any member of the company to air their grievances either in person or in writing. The Committee will go beyond its brief of grievance redressal and play a more proactive role towards sensitization towards gender issues in order to provide a congenial working atmosphere to its employees.

A Committee shall be constituted by the Management within seven working days of signing of this agreement to consider and redress complaints of sexual harassment.

The committee shall be permanent in nature and its membership shall be honorary and no extra remuneration or sitting fees shall be paid for attending the meetings.

The Committee shall initially consist of the following members, who are identified based on the qualities of integrity, veracity, Due Diligence, maintaining confidentiality and humanitarian ground, the company at all times tries to keep representations from all the departments:

Sl. No	Name	Designation	Mobile No	Email Id
1.	D.Rajitha Devi	Senior Manager	9885483333	<a href="mailto:Rajithadevi.dantuluri@ssel.in">Rajithadevi.dantuluri@ssel.in</a>
2.	G.Gayatri Devi	Executive-HR	9059946300	<a href="mailto:hr@ssel.in">hr@ssel.in</a>
3.	S.Devipriya	Engineer – Planning	9573918833	<a href="mailto:ppcdept@ssel.in">ppcdept@ssel.in</a>
4.	M.Narasimha Reddy	Assistant Manager – HR&Admin	7799885826	<a href="mailto:Narasimhareddy.m@ssel.in">Narasimhareddy.m@ssel.in</a>
5.	P.Venugopal Reddy	Chairman – Ekalavya Foundation (NGO)	94904764	<a href="mailto:Pvg2020@gmail.com">Pvg2020@gmail.com</a>





A member of the committee shall cease to be member on occurrence of one or more events mentioned below:

The committee unanimously decided to remove the member

The member on sue-moto wishes to withdraw from the committee

The member either resigns or is terminated from job

The member himself / herself found guilty of committing the acts prohibited under this policy.

#### **6. Filling of Vacancy**

In case of vacancy, the committee shall try to fill in the vacant position within 3 months of the occurrence of the vacancy. A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the chairman, at least two members, one of whom shall be a lady.

The Committee shall at all times strive:

1. To fulfil the directive of the Hon'ble Supreme Court of India enjoying all employers to develop and implement a policy against sexual harassment at the work places.
2. To evolve a permanent mechanism to for the prevention and redress of sexual harassment cases and other acts of gender based violence at SSEL.
3. To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of any member
4. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures
5. To ensure that SSEL upholds the commitment to ensure an environment without gender based discrimination and violence against any member

#### **7.Redressal Process**

Any employee who feels and 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.

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 for 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.





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 reason 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.

### **8. 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 he /she 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 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 case.

The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and recommendations for action to the Corporate Head - HR. 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.

The Corporate Head - HR 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 Orders or any other legislation enacted later on.



**9. Other points to be considered :**

The Committee may recommend to the Corporate Head –HR, such action which may include transfer or any of 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.

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

The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to Corporate Head-HR.

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.

**For and on Behalf of Shirdi Sai Electricals Ltd**

Place : Kadapa	N Visweswara Reddy
Date : 10.07.2019	Managing Director



# ANNEXURE I



**SHIRDI SAI ELECTRICALS LTD.**  
An ISO 9001 & ISO 14001 ORGANISATION

## OFFICE ORDER

Date:10-July-2022

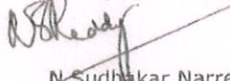
This is to inform that M/s Shirdi Sai Electricals Limited, a company registered under the companies' act, has reconstituted an internal complaint committee (ICC) under section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, with the following members:

Sl. No	Name	Designation	Email ID	Mobile Number
1	MOGLI DHIKSHITHA	Presiding Officer	dhikshitha.mogli@ssel.in	8179877787
2	E SUMA LATHA	Member	sumalatha.embari@ssel.in	8309034078
3	TULASI CHAVA	Member	tulasichava@ssel.in	9491886875
4	A JAGANNADHAM NAIDU	Member	Jagannadham.naidu@ssel.in	7799992327
5	P VENUGOPAL REDDY	External Member	pvg2020@gmail.com	9490470064

A women employee who is aggrieved due to sexual harassment in the office is entitled to make a complaint if any to the committee. The committee will resolve the sexual harassment complaints filed with it.

Sexual Harassment of women is an act of misconduct which attracts penal consequences. The committee will conduct investigations on any complaint with complete confidentiality.

For M/s Shirdi Sai Electricals Limited.,

  
N. Sudhakar Narreddy  
CHRO.

### Corporate Office:

# 6-3-8-879/8, 3rd Floor, Green Lands Road,  
G Pulla Reddy Building, Begumpet, Hyderabad,  
Telangana, India-500016.  
Ph: 040-66255266  
GST: 36AAOCS9992C2ZM

### Kadapa Works :

Plot # 13/82, 53-55 & 58-60,  
Industrial Development Area,  
YSR Kadapa, Andhra Pradesh, India-516002.  
Ph: +91-8886711110  
GST: 37AAOCS9992C1ZM

### Naini Works :

4/3, Chak Daud Nagar  
Naini Dadari, P.O. Naini  
Mirzapur Road  
Dist. Prayagraj 211008(U.P.)  
GST: 09AAOCS9992C1ZL