

Jardine Henderson Limited

Policy:	Policy on Prevention of Sexual Harassment at Workplace	Policy Version:	1.1
Policy Owner:	Head-HR & Admin	Approved By:	
Implementation Date:		Last Updated on:	

Synopsis:

The purpose of the policy is to provide protection to employees against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment for the employees of Jardine Henderson Limited. We are committed to creating a safe work environment that is free from any form of sexual harassment and where all employees are treated with dignity and respect.

The policy prevails for any unforeseen situation taking place even outside the workplace where the accused person is related directly or indirectly to JHL by means of trade.

Policy Owner:	Head-HR & Admin	Signature	
Policy approved by:		Signature:	

Prevention of Sexual Harassment

1. Objective:

The purpose of the policy is to provide protection to employees against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment for the employees of Jardine Henderson Limited. We are committed to creating a safe work environment that is free from any form of sexual harassment and where all employees are treated with dignity and respect.

2. Applicability:

This policy is applicable to all the employees of Jardine Henderson Limited and all subsidiary companies and sister concerns. This policy is applicable to all contractual employees (full time/part time) of JHL and all subsidiary companies and sister concerns. The policy prevails for any unforeseen situation taking place even outside the workplace where the accused person is related directly or indirectly to JHL by means of trade. The scope of this policy also includes "Third Party Harassment" which is defined as when sexual harassment occurs by a third party (not an employee of the organization) - for example a client or a vendor or a consultant or any other person that the employee is interacting with for work purposes.

3. Purpose:

Any behaviour (physical, verbal, written, graphic, electronic, emotional, psychological or through gestures that offend) which has been defined as inappropriate by the **Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act, 2013**, whether intentional or not, which offends the dignity of the person towards whom the behaviour is directed by fellow employee(s), supervisor(s), customer(s) or supplier(s) will be considered as sexual harassment and shall invite serious disciplinary action. Sexual harassment would mean and include (whether direct or by implication) any of the following

- Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for promotion, examination or evaluation of a person towards any activity
- 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, indecent exposure, physical contact, sounds, display of pictures, intrusive questions about a person's private life or body, signs, insults or taunts based on sex, obscene communication, verbal or non-verbal communication which offends the individuals sensibilities and affect the employee's performance
- Eve teasing, innuendos and taunts, unwelcome invitations to go out, suggestive comments or jokes, physical confinement against one's will and likely to intrude upon one's privacy
- 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
- Conduct of such an act at work place or outside in relation to an employee, or vice versa during the course of employment

4.1 Constitution of Internal Complaints Committee (ICC)

Complaints of sexual harassment made by female and male employees shall be dealt with by the Internal Complaints Committee (ICC). According to the **Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act, 2013**, Jardine Henderson Limited has set up an Internal Complaints Committee at the Head Office employing __ employees, to hear and redress grievances pertaining to sexual harassment.

4.2 Constitution of the ICC as per Act:

Presiding Officer	Woman employed at a senior level at the HO from amongst the employees
Members	<ul style="list-style-type: none"> • Minimum 2 members from amongst employees. Preferably committed to the cause of women or who have had experience in social work or have legal knowledge • At least half of the total IC Members should be women • The term of the IC Members shall not exceed 3 years (except Presiding Officer & Head-HR & Admin) • A minimum of 3 Members of the IC including the Presiding Officer are to be present for conducting the inquiry
External Officer	From an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment

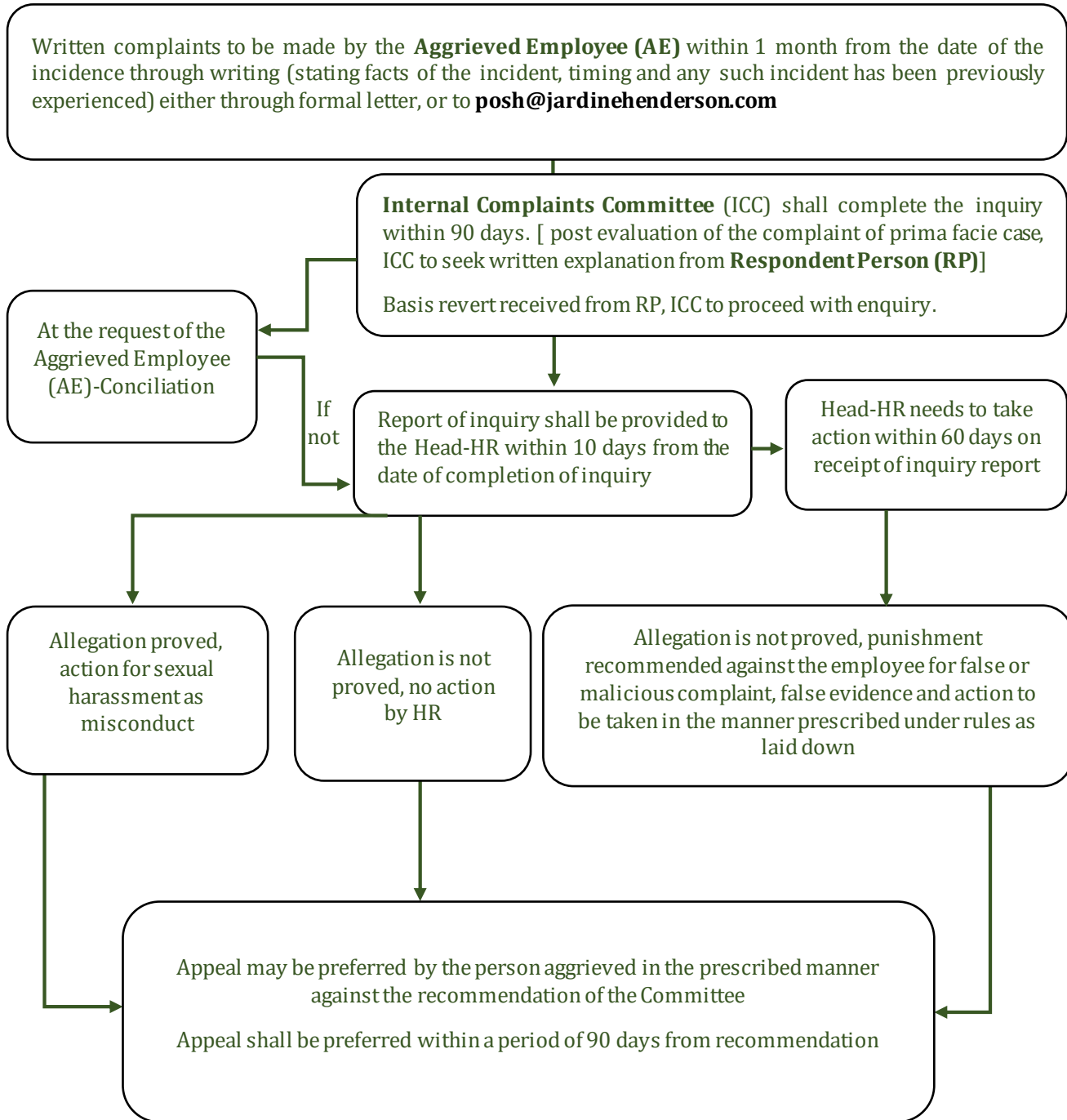
4.3 Internal Complaints Committee at JHL:

IC Role	Name	Role in SDPL
Presiding Officer		
Member		
External Member		

4.4 Zero Tolerance Objective:

- The objective of the Prevention of Sexual Harassment policy at Jardine Henderson Limited is to bring in a 'zero tolerance' on discrimination and promote a work environment that encourages mutual respect, promotes respectful and congenial relationships between associates, and is free from all forms of sexual harassment to any associate or applicant for employment by anyone including vendors, or customers.
- All associates of the Company, both management and non-management, are responsible for assuring that a workplace free of sexual harassment is maintained
- Any associate may file a sexual harassment complaint regarding incidents experienced personally or incidents observed in the workplace.
- The Company strives to maintain a lawful, pleasant work environment where all associates are able to effectively perform their work without interference of any type and requests the assistance of all associates in this effort.
- All Company's employees are expected to adhere to the Company's Prevention of Sexual Harassment policy.

4.4 Procedure to be followed:



4.5 Format for Report closure:

Closure Format to be shared by ICC to Head-HR	
Financial Year	
Case No	
Name of Aggrieved Employee (AE)	
Business Unit	
Location	
Name of Respondent Person	
Date of receiving complaint	
Complaint details (in brief) as forwarded by AE	
Enquiry Commencement Date	
Enquiry Completion Date	
Name of ICC members	
Have the allegations against RP proved?	
Date of Report Submission by ICC to Head-HR	
Recommendation of ICC to Head-HR	
Date of implementation of recommendation by HR department	

Signature of Head-HR