
Prevention of Sexual Harassment at Work Place

Policy Title : Prevention of Sexual Harassment at Work Place	Policy No	20
Applies To : All employees (permanent, temporary or contractual), trainees, and consultants.	Effective Date	1 st August 2017
	Supersedes	Nil

1. Objective:

The objective of this policy is to put in place a framework that complies with "The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. This policy will help the company to maintain a positive working and living environment that is free from sexual harassment or intimidation.

In pursuit of these goals, the company shall not tolerate acts of sexual harassment, or related retaliation against or by any person associated with the company.

This Policy aims at the following:

- Provides a general definition of sexual harassment, and related retaliation.
- Prohibits sexual harassment, and related retaliation
- Sets out procedure to be followed in case an employee believes that a violation of the Policy has occurred.
- Sets out the Duty to Act in case a person believes that a violation of the Policy has occurred.
- Sets out procedure for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination of services.

2. Applicability:

This policy and procedures shall apply to all employees of our organisation including employees in management cadre and workmen, temporaries, trainees, employees on contract irrespective of Full time or part time, Consultants engaged by the Company to attend to Company's assignments / projects at their workplace or at client sites, and supersedes any directives or guidelines issued hitherto.

3. Definition

3.1. Sexual harassment

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- i. Physical contact and advances;
- ii. A demand or request for sexual favors;
- iii. Sexually colored remarks;
- iv. Showing pornography;
- v. Any other unwelcome physical, verbal, non – verbal, textual, graphic or electronic or by any other actions, which may include, -
 - a. implied or explicit promise of preferential treatment in employment; or
 - b. implied or explicit threat of detrimental treatment in employment; or
 - c. implied or explicit threat about the present or future employment status; or
 - d. conduct which interferes with work or creates an intimidating or offensive or hostile work environment; or
 - e. humiliating conduct likely to affect health and safety.

Sexual harassment can occur between an employee and a co-worker, supervisor, manager, agent, consultant, client or contractor.

Sexual harassment is not just unlawful during working hours or at the workplace itself, but also such behavior is unlawful in any work-related context including conferences, work functions, business or field trips, and interactions with clients.

The Company recognizes comments and behavior that do not offend one person can offend another. The Management accepts that individuals may react differently and expects this right to be generally respected.

4. Policy and Procedures

4.1. Duty to Act

This arises when there is a potential, suspected, or actual violation of the provisions of law pertaining to prevention of sexual harassment or in this policy.

Every employee has a duty to act when he/she:

- i. directly witnesses a possible violation;
- ii. receives direct comments or complaints from employees;
- iii. receives indirect comments or rumors suggesting violation.

4.2. Open Door Policy

The foundation of the *Open Door* Policy is openness, accessibility and discussion within the Cachet community. Most issues can be resolved locally before they become problems for employees, the Company or the public.

The *Open Door* Policy encourages employees to raise concerns - especially those of a legal or ethical nature, but also those relating to quality of work and the working environment, including awareness or witnessing sexual harassment. All managers and supervisors are responsible for supporting this policy by maintaining an "*Open Door*" for employees who may reach out to them.

While we hope you feel comfortable discussing any matter with your manager, there may be times when you prefer to use another avenue for addressing issues. You should feel comfortable speaking with others, including:

- i. the next higher level of management,
- ii. your operating unit head,
- iii. any other manager in the Company,
- iv. Human Resources, or
- v. the Legal Division

4.3. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on "**need to know**" basis.

All records of complaints, including contents of meetings, results of investigations and other relevant material shall be kept confidential by the Company, except where disclosure is required under disciplinary or other remedial processes, and will be in the custody of either the Managing Director or Head of Human Resources to maintain confidentiality.

4.4. Internal Complaints Committee (ICC)

For investigating charges of sexual harassment, a complaints committee shall be formed which shall be headed by a woman (Presiding Officer) at a Senior Level and not less than half of its members will be women. In order to prevent the possibility of any undue pressure or influence from senior levels, the complaints committee shall involve a third party, either an NGO or other body or person who is familiar with the issue of sexual harassment.

The Managing Director and the Executive committee will recommend and declare the names of employees who will be part of these committees.

The Presiding Officer and every member of the Complaints committee shall hold office for not more than three years continuously from the date of their nomination.

The Complaints Committee is responsible for:

- i. Investigating every formal written complaint of sexual harassment
- ii. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- iii. Discouraging and preventing employment-related sexual harassment.

4.5. Responsibility of Supervisory employees

Supervisory employees are not only responsible for educating and sexual harassment issues, but they are also directed to take all appropriate steps to prevent and stop any sexual harassment, in their areas of responsibility.

4.6. Employee Complaints

If you believe you are being, or have been, harassed, follow the procedure below:

- i. Inform the offender the behavior is offensive, unwelcome, and against the policy and should stop. Speak directly to the offender using statements like "*Please stop that,*" "*I don't appreciate that,*" or "*I find that offensive*". Do this only if you feel comfortable enough to approach them directly.
- ii. Keep a record of the incident(s)
- iii. If the unwelcome behavior continues, contact your Manager for support
- iv. If this is inappropriate or if you feel uncomfortable, or if the behavior still persists, contact the Complaints Committee and provide information of such violation.

You can also follow the Open Door Process for sending information of any violation of the policy. Complaints of sexual harassment will receive prompt attention.

You may make, in writing, a complaint of sexual harassment within a period of three months from the date of the incident, and in case of a series of incidents, within a period of three months from the date of the last incident.

4.7. Receiving a Complaint:

When the Supervisor or any member of the Complaints Committee receives a complaint, he/she should follow the procedure below:

- i. Listen to the complainant seriously
- ii. Treat the complaint confidentially
- iii. Allow the complainant to bring another person to the interview if he/she chooses to

- iv. Ask the complainant for the full story, including what happened step by step
- v. Take notes, using the complainant's own words
- vi. Ask the complainant to check your notes to ensure your record of the conversation is accurate
- vii. Explain and agree on next steps with the complainant
- viii. If investigation is not requested:
 - a. Act promptly
 - b. Maintain confidentiality
 - c. Pass your notes on to your manager
 - d. If investigation is requested, or is appropriate, follow the procedure outlined

4.8. Investigating a Complaint:

Reports or complaints under the Policy shall be addressed and resolved as promptly as practicable after the complaint or report is made. Ordinarily, investigations into charges of sexual harassment shall be concluded and reports made no later than 30 days following the receipt of complaint by the Complaints committee.

When a member of the Complaints Committee or any other person assigned the responsibility of investigation, investigates a complaint, he/she should follow the procedure below:

- i. Interview all those who are directly concerned, separately
- ii. Interview witnesses, separately
- iii. Keep records of interviews and investigation
- iv. Do not assume guilt
- v. Interview the alleged harasser, separately and confidentially
- vi. Let the alleged harasser know exactly what he/she is being accused of while maintaining confidentiality, i.e. not disclosing who has complained or provided information. i.e. Ensure confidentiality, minimize disclosure
- vii. Give him/her a chance to respond to the accusation
- viii. Listen carefully and record details
- ix. Make it clear he/she does not have to answer any questions
- x. Determine appropriate action based on investigation and evidence collected.
- xi. At the conclusion of the investigation, the investigators shall prepare a written report which shall include a statement of factual findings and a determination whether this Policy has been violated.
- xii. The investigation report will be submitted to the Managing Director and the Executive Committee, as soon as practically possible but not later than 60 days from the date of receiving the complaint, to decide on the course of action based on the findings of the report.

- xiii. In case the Managing Director and the Executive Committee feel that a case needs to be investigated further on submission of report of the Complaints Committee, a new committee will be formed, the gender composition of which will be similar to that of complaints committee to investigate the matter further and provide its report. This new committee shall submit their report within 30 days.

4.9. Third Party Harassment

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

Where sexual harassment occurs as a result of an act or omission *by any employee with a third party*, the company and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

4.10. Criminal Proceedings

Where 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 law by making a complaint with the appropriate authority.

4.11. Disciplinary Sanctions and Closure

A conclusion that harassment has occurred shall subject the offender to appropriate corrective action. Similarly, if the investigation reports reveal that an employee has made a false complaint of harassment or has provided false information regarding a complaint such an employee will also be subjected to corrective action. Corrective actions may include the following:

- i. Formal apology
- ii. Counselling
- iii. Written warning to the perpetrator and a copy of it maintained in the his/her file.
- iv. Recovery of costs incurred by the victim or on behalf of the victim by the company.
- v. Change of work assignment / transfer for either the perpetrator or the victim.
- vi. Suspension or termination of services of the employee found guilty of the offence

Outcomes as they affect the complainant should be discussed with the complainant to bring closure to the complaint. If the complaint is found to be justified, the complainant may be entitled to any or all of the following, subject to approval by the Executive Committee:

- vii. Commitment that the behavior will cease
- viii. Private apology (verbal or written)
- ix. Re-credit of any leave taken due to the harassment

- x. Payment of medical and counseling expenses
- xi. Any other remedy(ies) deemed appropriate.

4.12. Retaliatory Acts

It will be violation of this policy for any person associated with the company to engage in retaliatory acts against any person who reports an incident of alleged sexual harassment, or any person who participates in a proceeding or investigation to an allegation of sexual harassment.

4.13. Annual Report

The Complaints Committee will submit a report of all the sexual harassment cases received by it, the investigation done and the findings of the report to the Managing Director and the Executive Committee on an Annual basis.

5. Disciplinary Actions

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Interpretation / Exceptions

In case of any ambiguity or dispute relating to any of the provisions of this policy the decision of the Head of Human Resources function shall be final and binding.

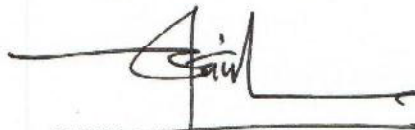
7. Amendments

The policy and procedure mentioned in this document are subject to review from time to time and the management may amend the policy in part or in full to be compliant with applicable laws.

Attachments:

Annexure 1 : Internal Complaints Committee (ICC)

Reviewed & Approved by



(Signature & Date)

Col.(Rtd) Birendra K. Sinha
VP – HR & IR





CACHET PHARMACEUTICALS PVT. LTD.

415, Shah Nahar, Dr. E. Moses Road, Worli, Mumbai - 400018, INDIA.

Tel.: 91-22-2497 0011 / 4082 9999. Fax: 91-22-2497 3691 • Website: www.cachetindia.com

Cachet Pharmaceuticals Pvt. Ltd.

INTERNAL COMPLAINTS COMMITTEE (ICC)

Sr.No	Name	Designation	Contact Number	E-Mail ID
1	Ms. Shraddha Menon	Executive Secretary to Managing Director (Internal Member)	9960138929	shraddha.menon@cachetindia.com
2	Mr. Santosh Kumar	GM Marketing (Internal Member)	9819707587	santoshsingh@cachetindia.com
3	Ms. Sunanda Gade	Asst. Manager – Marketing Services (Internal Member)	9867491212	sunanda@cachetindia.com
4	Mr. Animesh Dhari Singh	Manager - HR (Internal Member)	9987396139	animesh.singh@cachetindia.com
5	Ms. Vaishali Gurav	Advocate (External Member)	9867399022	advocateeevmg@gmail.com

