

PREVENTION OF SEXUAL HARASSMENT POLICY

Release Date	19 th July 2024	Policy Version	POSH / 2024 / 001
Proposed by	CHRO	Approved by	MD

Note: This policy supersedes all other past and present policy / practices in this regard

- **Authority :** Century Plyboards (India) Limited reserves right to add, delete, amend or modify in any manner any of its policies bearing in mind the circumstances from time to time
- The decision of the Management shall be final and binding on all concerned on any matter that needs resolution.
- Any clarifications with regard to this policy can be obtained from the HR department

Introduction

Century Plyboards (India) Limited (CPIL) is committed to providing a safe and respectful workplace environment for all its employees, contractors, vendors, and visitors. As part of this commitment, CPIL has **zero tolerance** for any form of sexual harassment at the workplace. This policy outlines CPIL's stance on preventing and addressing sexual harassment in accordance with the provisions of the Prevention of Sexual Harassment at Workplace Act of 2013 (POSH Act) and its latest amendments.

This policy is made in accordance with:

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 dated 23rd April 2013 and
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 dated 9th December 2013
- The Hon'ble Supreme Court guideline in the case of Vishaka Vs. State of Rajasthan

Scope

This policy is applicable to all "Associates" (as defined below) of CPIL.

Key Definitions

Associate: An Associate, for this policy, includes all full-time / contractual employees, trainees/interns and ancillary staff. It also includes any person who is associated with CPIL for business and operates from its premises. Any complaint of sexual harassment at workplace reported by an associate by himself/herself or by any other associate on behalf of an aggrieved person or victim will be actioned under this policy. Any workplace sexual harassment, as defined below involving any of the Associates shall be subject to this Policy and respective procedures, irrespective of the time and place of its occurrence.

Workplace: For the purposes of this policy, the word 'workplace' is not confined or limited to the actual working place of the associates or office premises, in which paid work may be performed as per the prescribed duty hours. Workplace would also include inter office parties, work-related social functions, work related travel within or outside the city, phone calls, sending messages through cellular phones or email to another associate from anywhere, or other work-related contacts outside office hours, or virtual / direct interactions during work from home or hybrid work scenario and work-related interactions even on non- working days. Thus, it is not the physical workplace that would govern, but the access that a perpetrator has to the recipient of workplace/sexually harassing behavior by virtue of a job situation or relation that is related to the job or work assignment.

Sexual Harassment: Sexual harassment is any unwanted or undesirable conduct that puts down or shows hostility or an aversion towards another associate at the workplace. It is an act done by any associate at the workplace with

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the intention to make any Associate, especially a female associate, uncomfortable or with the purpose of violating a person's dignity/modesty or creating an intimidating, hostile, degrading, humiliating or threatening work environment.

Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually colored remarks or remarks of a sexual nature about a person's clothing or body.
- Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.
- Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes.
- Giving gifts or leaving objects that are sexually suggestive.
- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy.
- Persistent watching, following, contacting of a person.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Further, the following circumstances if it occurs or is present in relation to any sexually determined act or behavior amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment.
- Implied or explicit threat of detrimental treatment in employment.
- Implied or explicit threat about the present or future employment status.
- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect her health or safety.

Some other acts and examples of Sexual Harassment are given below:

- Making obscene or dirty comments and remarks with sexual orientation, which object the other person.
- Inappropriate usage of e-mail or any such communication or chat facilities for sending & receiving obscene messages/pictures.
- Sexual advances & gestures whether by words, gesture or actions, including talking about sexual activities or desires.
- Sending of pornographic materials in any form to an Associate.
- Displaying or giving Nude or semi-nude photographs, cartoons or electronic images on phones, laptops, notebooks, etc.
- Sexual graffiti in office premises, including in rest rooms.
- Whistling, leering, winking.
- Passing on rumors of sexual acts or involvement.
- Stroking, grabbing, pinching, and provocatively posing.
- Intentionally cornering or blocking passageway.
- Clothing adjustments of others, backrubs.
- Stalking, pestering, spying or obsessive behavior.
- Inappropriate calendars or screen savers.
- Unequal treatment based on gender.

The above list is illustrative and not exhaustive.

Aggrieved person: In relation to a workplace, a person, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary



employees and visitors.

Complainant: Any aggrieved Associate who makes a complaint alleging sexual harassment under this policy

Respondent: A person against whom a complaint of sexual harassment has been made by the Associate

Employee: A person employed at the 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 express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

Employer: A person responsible for management, supervision and control of the workplace.

Responsibilities of an Associate

- Associates must conduct themselves to uphold the values of CPIL and ensure a work environment that promotes respect and upholds the dignity of every Associate, especially female associates.
- Associates will be given training / orientation on this policy as part of their joining/induction. Associates will also be given regular updates and procedural awareness about the policy through mailers, posters, banners or any other means of communication, online trainings, etc. It is the responsibility of every associate to attend such orientation sessions or read and understand the organization communication and seek clarifications / assistance, if any. In addition, all associates must attend the POSH refresher training mandatorily, at least once a year.
- All Associates must read, understand and comply with this Policy on Prevention of Sexual Harassment at Workplace.
- Associates must report incidents of Harassment that they are aware of and/ or encountered to the Internal Committee. To the extent possible, associates shall keep a record of incidents (dates, times, locations, possible witness, what happened, etc.). It is not mandatory to have a record of events to file a complaint, but a record can strengthen the case and help the Internal Committee in investigation and taking immediate appropriate action.
- Associates must cooperate with the Internal Committee or designated company officials or external parties in investigations and in preventing sexual harassment and discrimination at the workplace.

CPIL Internal Committee (IC) on Workplace Sexual Harassment

CPIL has set up an Internal Committee to deal with any complaints or incidents of Workplace Sexual Harassment. The Internal Committee comprises:

- 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.

The **Internal Committee** is responsible for:

- Receiving complaints of sexual harassment at the workplace.
- Initiating and conducting inquiry as per the established procedure.
- Submitting findings and recommendations of inquiries.
- Coordinating with the employer in implementing appropriate action.
- Maintaining strict confidentiality throughout the process as per established guidelines.
- Submitting annual reports in the prescribed format.

The details of the Internal Committee Members are notified at the location (workplace). Current nominated

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members of the Internal Committee are given in **Annexure**.

Registering a complaint against Sexual Harassment

- An associate must report any incident of sexual harassment or related grievances to Internal Committee at a confidential email ID securedworkplace@centuryply.com
- The complaint must be made as soon as the incident has occurred, but not later than 3 months after the incident, in writing over email.
- The Internal 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.
- Associate should include details about the incident, including name of the accused, location of incident, date(s) & time and supporting evidence and witnesses, if any, while reporting the same.
- Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the associate for making the complaint in writing.

Apart from the victim/aggrieved Associate, a complaint can be filed by any of the following persons, who has knowledge of the incident, if the Aggrieved Associate is not in the physical or mental state to file a complaint:

- Aggrieved Associate's co-worker
- Aggrieved Associate's relative
- An officer of the National Commission for Women or State Commission for Women
- A qualified psychiatrist/psychologist
- Any other person who holds a written consent of the aggrieved associate to file the complaint

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

Receiving a complaint (guidelines)

Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed and it requires tact and discretion while receiving the complaint.

The following points are to be kept in mind by the receiver of the complaint:

- Complaint is listened to, and the complainant informed that the Company takes the concerns seriously. The complainant is informed that these concerns will be reported to the appropriate committee and follow-up will be done speedily.
- Situations are not be pre-judged. Written notes are taken while listening to the person. Complainant is allowed to bring another person to the meeting if they wish. When taking accurate notes, the complainant's own words, where possible, are used. Clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.
- All notes are kept strictly confidential. Complainant's agreement is taken to allow proceeding with the matter, which involves a formal investigation.
- The complainant is advised that although the process is confidential, the respondent needs to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.

Care must be taken to prevent any disadvantage to or victimization of either the complainant or the respondent.

Resolution through Reconciliation

Once the complaint is received, before initiating the inquiry the Internal Committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved associate.



VENEERS | EXTERIOR LAMINATES | DOOR
SAINIK PLY | PVC BOARD | CFS



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It is made clear to all parties that conciliation in itself doesn't necessarily mean acceptance of complaint by the respondent. It is a practical mechanism through which issues are resolved or misunderstandings are cleared.

In case a settlement is arrived at, the Internal Committee records & reports the same to the employer for taking appropriate action. Resolution through conciliation happens within 2 weeks of receipt of complaint.

The Internal Committee provides copies of the settlement to complainant & respondent. Once the action is implemented, no further inquiry is conducted.

Resolution through formal inquiry by the Internal Committee (IC)

The Internal Committee initiates inquiry in the following cases:

- No conciliation is requested by aggrieved associate.
- Conciliation has not resulted in any settlement.
- Complainant informs the Internal Committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent.

The Internal Committee proceeds to make an inquiry into the complaint within a period of 1 week of its receipt of the original complaint/closure of conciliation/repeat complaint.

- Complainant should submit the complaint along with supporting documents and the names of the witnesses.
- Upon receipt of the complaint, the Internal Committee sends 1 copy of the complaint to the respondent within 7 working days.
- Respondent replies with all supporting documents within 10 working days of receiving the copy of the complaint.
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- The Internal Committee makes an inquiry into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer are present.

Interim Relief: During pendency of the inquiry, on a written request made by the complainant, the Internal Committee may recommend to the employer to –

- Transfer the complainant or the respondent to any other workplace.
- Grant leave to the aggrieved associate in addition to the leave s/he would otherwise be entitled to.
- Prevent the respondent from assessing complainant's work performance.
- Grant such other relief as may be appropriate.

Once the recommendations of interim relief are implemented, the employer will inform the Internal Committee regarding the same.

Inquiry Procedure: All proceedings of the inquiry are documented. The Committee interviews the respondent separately and impartially. The committee states exactly what the allegation is and who has made the allegation. The respondent is given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings are prepared which may be shared with the respondent and complainant upon request. Any witnesses produced by the respondent are also interviewed & statements are taken.

If the complainant or respondent desires to cross examine any witnesses, the Committee facilitates the same and records the statements.

In case the complainant or respondent seek to ask questions to the other party, the same may be asked through the Internal Committee which asks and records the statement of the other party.



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Any such inquiry is completed, including the submission of the Inquiry Report, **within 90 days** from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties.

Termination of Inquiry: The Internal Committee at CPIL may terminate the inquiry or give ex-parte decision, if the complainant or the respondent respectively is absent for 3 consecutive hearings, without reason. 15 day written notice to be given to the party, before termination or ex-parte order.

Action to be taken after inquiry

Post the inquiry the committee submits its report containing the findings and recommendations to the employer, within **10 days** of completion of the inquiry.

The findings and recommendations are reached from the facts established and are recorded accurately.

If the situation so requires, or upon request of the complainant, respondent or witness, Management at CPIL may decide to take interim measures such as transfer, changing of shift, grant of leave etc. to protect against victimization or distress during or subsequent to the course of inquiry, pending the final outcome.

False Allegations/Complaints

In case the IC concludes after investigation that the complaint was false and malicious, appropriate disciplinary action shall be taken which may include termination among other penalties. This does not, however, include complaints which are difficult to prove or have been made in good faith but do not constitute Harassment per se.

Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, **within 90 days** of the recommendations being communicated.

Confidentiality

The identity of the complainant, respondent, witnesses, statements, and other evidence obtained during the course of inquiry process, recommendations of the Internal Committee, action taken by the employer is considered as confidential materials, and not to be published or made known to public or media.

This policy provides the broader guidelines related to workplace behavior and consequences of non-compliances as per the provisions of the law on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Law of the land will supersede and be the reference for any interpretation.

The Policy shall be subject to change from time to time and the latest version shall be available on the Intranet for Associates to refer at any time.

Approval Authority:

Action	Authority / Role	Remarks
Responsible	CHRO	
Approval	MD	
Support	All LOB and Functional Heads	
Consult	Sounding Board	
Inform	To All employees	



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Annexure

Internal Committee Members

S.No.	Name	Role	Location
1	Nikita Bansal	Presiding Officer	Kolkata
2	Rakesh Tiga	Member	Kolkata
3	Ashutosh Jaiswal	Member	Kolkata
4	Mukti Gupta	External	Kolkata

