	<p>PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH) POLICY</p>	<p>Effective From : 01-Feb-2021 Revision No. : 02</p>
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BACKGROUND:

Reliable Autotech Pvt. Ltd.’s (hereinafter referred to as RAPL or the “Company”) quest for competitive excellence comprises of commitment to lawful and ethical conduct and adhering to RAPL’s Core values including Integrity, honesty and respect for people.

The Company as a responsible corporate citizen is committed to provide a safe and conducive work environment to all its employees and expects them to combine “Expertise with responsibility”. Towards this it is essential that each employee deals with their colleagues, more particularly with female colleagues and third parties with full fairness and respect and realizes that his / her behavior will be attributed to the Company and can affect its inward and outward reputation.


Harassment of any kind including sexual harassment is forbidden. Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behavior to be normal or acceptable and whether the harassed person has / had the opportunity to avoid the harassment.

RAPL is committed to providing a work environment free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work.

The RAPL Prevention of Sexual Harassment Policy has been formed to prohibit, prevent and deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

This policy shall also be governed by The Provisions of The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013 (Hereafter referred as “The Act”).

<p>SD/- General Manager - HR</p>	<p>SD/- Director</p>
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OBJECTIVES:

The Company believes that all employees of the Company have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave misconduct and also offence under Indian Penal Code.

SCOPE

This Policy is applicable to all the employees and visitors of the Company.


The Internal Complaint Committee (ICC) constituted by the company is as under:

Sr. No	Committee Members	Role	Email	Contact Number
1	Mrs. Sneha Agharkar	Presiding Officer	sneha.agharkar@reliableautotech.com	9860238882
2	Mr. Tejas Chikshe	Member	tejas.chikshe@reliableautotech.com	7447410626
3	Mrs. Yadavi Pawar	Member	yadavi.pawar@reliableautotech.com	8530885678
4	Mr. Vilas Pawar	Member	Vilas.pawar@reliableautotech.com	9922433402
5	Mr. Ajay Sathe	Member	ajay.sathe@reliableautotech.com	7620820388
6	Adv. Mrs. Lad	Advisor	Lad.sunita@gmail.com	9422252895

The constitution of the Internal Complaint Committee (ICC) shall hold the office for such period, not exceeding three years from the date of their appointment.

The Meetings of the ICC shall be in accordance with provisions of the Act.

SD/- General Manager - HR	SD/- Director
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For the purpose of this policy, Management Committee includes following key personnel of the company:

Sr. No	Committee Members	Role	Email	Contact Number
1	Mr. Devendra Bapat	Director	Devendra.bapat@reliableautotech.com	9823082151
2	Mr. Amol Chitnis	Director	Amol.chitnis@reliableautotech.com	9823085262
3	Mr. Rajendra Bagwe	Director	Rajendra.bagwe@reliableautotech.com	9881408535
4	Mr. Rakesh Jangle	Head - HR	Rakesh.jangle@reliableautotech.com	7720000525

POLICY GUIDELINES

1. The Company endeavours to ensure a friendly environment where all employees can work without any inhibition and contribute their best without any fear or favour or harassment.
2. The policy on sexual harassment is aimed at providing guidelines to prevent and/or redress sexual harassment of employees in the company.
3. The company recognises that sexual harassment at work places violates their fundamental rights of gender equality and right to life and liberty and right to work with human dignity guaranteed under Articles 14,15,19 (1) (g) and 21 of the Constitution.

SD/-	SD/-
General Manager - HR	Director


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4. To meet this objective, the company takes necessary measures to avoid, eliminate and if necessary impose punishment for any act of sexual harassment which includes unwelcome sexually determined behaviour (whether directly or by implication).
5. The extract of the penal provisions under the rules prescribed under the Act form a part of this policy under Rule 9 & 10 of the said Rule 2013.

DEFINITIONS & MEANING


1. “Act” shall mean the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013 (including any amendment or any statutory enactment thereof) and shall also include rules framed there under.
2. “Aggrieved Employee” in relation to a workplace shall means any person, of any age, who alleges to have been subjected to any act of sexual harassment by the respondent, whether or not employed with RAPL;
3. “Employees” for the purposes of this Policy alone, shall mean persons on the roll of the Company or as trainee, apprentice, or deputation, temporary or part time basis or working as consultants, including individuals engaged on daily wage basis, either directly or through an agent, including a contractor and contract labour whether for remuneration or not, or working on a voluntary basis or otherwise;

<p>SD/-</p> <p>General Manager - HR</p>	<p>SD/-</p> <p>Director</p>
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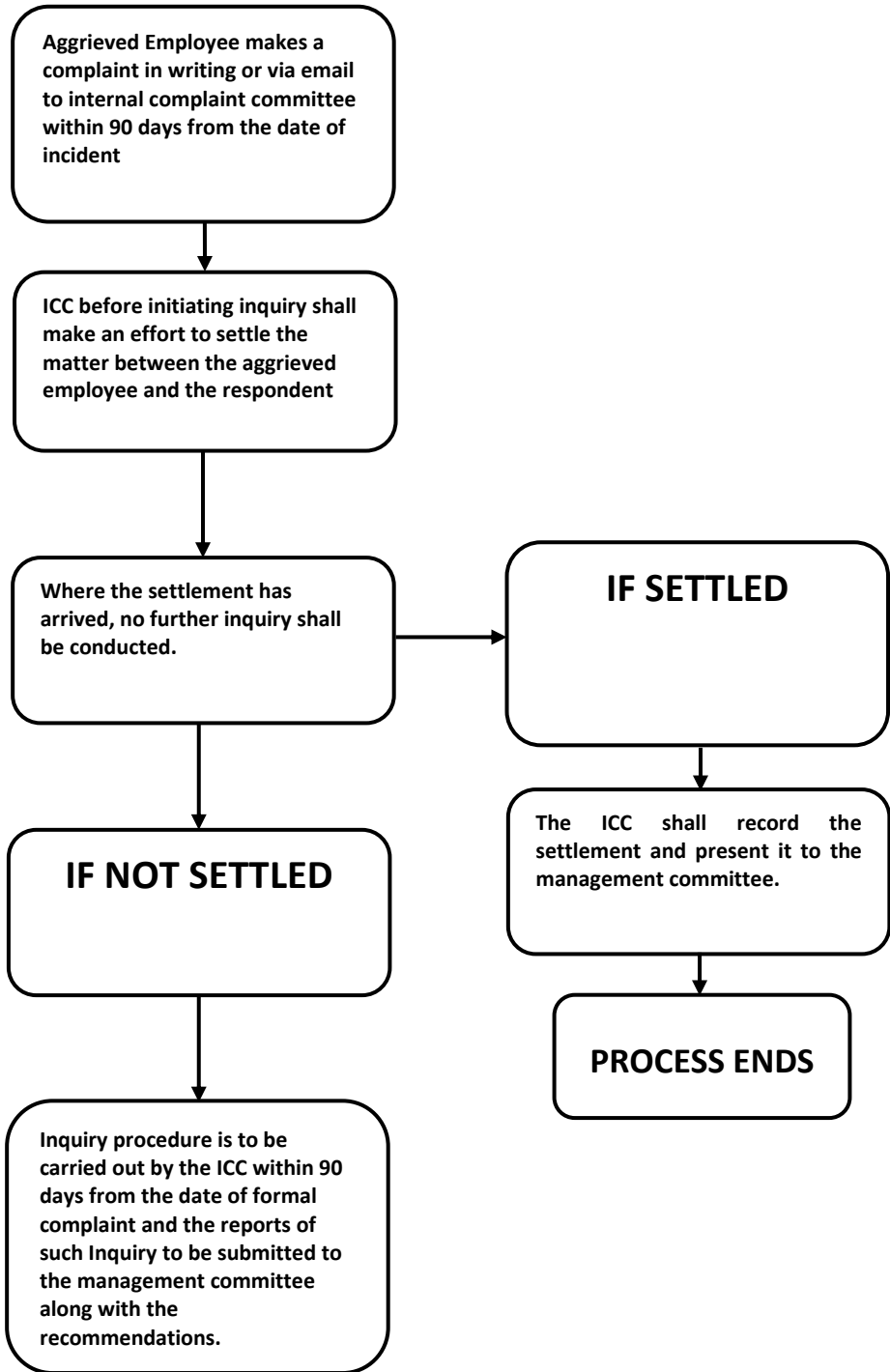
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4. "Visitors" for the purpose of this policy shall include vendors, auditors, customers or any outsider visiting the company premises.
5. "Internal Committee" shall mean an Internal Complaints Committee (ICC).
6. "Management" shall mean the Directors of the Company.
7. "Member" shall mean a Member of the Internal Committee;
8. "Presiding Officer" shall mean the Presiding Officer of the Internal Committee nominated under the provision of the Act.
9. "Respondent" means a person against whom the aggrieved employee has made a complaint.
10. "Sexual Harassment" shall mean to include one or more of the following acts directly or indirectly:
 - : Physical contact and advances; or
 - : A demand or request for sexual favours; or
 - : Sexually coloured remarks; or
 - : Showing pornography; or
 - : Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.
11. "Workplace" means any department, plant, corporate office of RAPL.


<p style="text-align: center;">SD/-</p> <p style="text-align: center;">General Manager - HR</p>	<p style="text-align: center;">SD/-</p> <p style="text-align: center;">Director</p>
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COMPLAINT PROCEDURE – FLOW CHART



<p>SD/- General Manager - HR</p>	<p>SD/- Director</p>
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Further, on the basis of the recommendations made by the inquiry committee appropriate decision is to be taken by the management committee and execute the same.

DUTIES OF THE ICC:


An employee belonging to any location, in case of any misconduct, an appropriate disciplinary action shall be initiated by Internal Complaints Committee (ICC) in accordance with the Policy where the conduct amounts to a specific offence under the Indian Penal Code or any other law, an appropriate action shall be initiated in accordance with the law by making a complaint with the appropriate authority.

In case sexual harassment occurs as a result of an act by any third party or an outsider, Internal Complaint Committee will take steps necessary to assist the affected employee in terms of support, preventive action and redressal.

For the purpose of making an inquiry, ICC shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters.

- Summoning and enforcing the attendance of any person and examining him on oath.
- Requiring the discovery and production of documents; and any other matter which may prescribe.


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- Transfer the aggrieved employee or the respondent to any other workplace.
- Grant leave, if needed and requested by the aggrieved employee. The leave granted to the aggrieved employee under this provision shall be in addition to the leave he/she is otherwise entitled in law.
- Grant such other relief to the aggrieved employee as may be prescribed.
- The inquiry should be completed within a period of ninety days from date of formal complaint
- On the completion of the inquiry, the ICC shall provide final report to the Management.
- On the recommendation of the Internal Complaint Committee, the Management will take the decision and shall implement the same.
- Where the Internal Complaint Committee, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Management, that no action is required to be taken in the matter.
- Where the ICC arrives at a conclusion that the allegation against the respondent is false or malicious or the aggrieved employee or any other person making the complaint has produced any forged or misleading document, it may recommend to the Management committee, to take action against the aggrieved employee or the person who has made the false complaint, in accordance with the provisions of service rules applicable to her or him.

The Internal Committee shall be governed by such rules as may be framed under the Act.

<p align="center">SD/-</p> <p align="center">General Manager - HR</p>	<p align="center">SD/-</p> <p align="center">Director</p>
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DUTIES OF THE MANAGEMENT COMMITTEE

- The Management committee shall act upon the recommendation within Sixty days of receipt and also inform the Internal Complaint Committee regarding same in writing.
- Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made, the identity and addresses of the aggrieved woman, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and action taken by the Management, shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment, without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

<p>SD/- General Manager - HR</p>	<p>SD/- Director</p>
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PENAL EXTRACT

EXTRACT FROM THE RULES PERTAINING TO PENAL PROVISIONS PRESCRIBED UNDER - THE SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013


Rule – 9

Manner of taking action for sexual harassment: - Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved. It shall recommend to the employer or the District Officer, as the case may be, taking any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.

Rule -10

Action for false or malicious complaint or false evidence:- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

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Date of 3rd Revision	
Revision No.	

Recommended By	Title	Date of Recommendation	Signature
Rakesh Jangle	General Manager - HR	01-Feb-2021	

Recommended By	Title	Date of Recommendation	Signature
Devendra Bapat	Director	01-Feb-2021	

Confidentiality:

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SD/- General Manager - HR	SD/- Director
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