

Document title: Zero Tolerance, Anti- Sexual Harassment and Anti-Retaliation Policy

DATED

ZERO TOLERANCE ANTI- SEXUAL HARASSMENT AND ANTI- RETALIATION POLICY

BRIEF OUTLINE

1. Checklist- **Who can complain about incidents of sexual harassment?**

Sr. No.	Details	Checklist
A.	All employees- (regular/temporary/ad-hoc, daily wager, volunteer, employed through an agent/third party, apprentice, contract worker, trainee etc. a. Females b. Trans- Female	✓
B.	Special circumstance if victims is A. Physically incapable of complaining – a. In case of death – Legal Heirs b. Others- Friends, Family, any person who has information/witnessed the incident B. Psychologically incapable of complaining a. Psychiatrist b. Special Educator	✓
C.	Male employees (Can approach for redressal under the General Grievances Policy as mentioned in the Employee Handbook)	✗

2. Checklist- **Where can we raise a complain of sexual harassment?**

Sr. No.	Details	Checklist
A	Members of the IC members (List accessible on page)	✓
B.	She Box Portal (http://www.shebox.nic.in)	✓
C.	Supervisor/anyone other than IC	✗

3. Checklist-**Limitation period to file a complaint of sexual harassment?**

Sr. No.	Details	Checklist
A.	Within a period of three months from the date of the incident	✓
B.	Within a period of three months from the date of the incident (on a written order from the IC highlighting the reason for taking a complaint after the three-month period)	✓

4. Checklist- **Timeline and Process**

Sr. No.	Details	Checklist
1.	Written complaint to the IC (Filled within 3 months from the date of the incident/ extendable by another 3 months, on IC's discretion)	✓
2.	Copy of the complaint to the Respondent within 7 days of receiving the complaint	✓
3.	Reply from the Respondent to be filled within 10 working days upon the receipt of the complaint.	✓
4.	Inquiry to be completed within a total of 90 days from receipt of the complaint.	✓
5.	Inquiry report to be issued within 10 days from the date of completion of inquiry.	✓
6.	The Authority is required to act on the recommendations of the IC within 60 days from the receipt of the inquiry.	✓
7.	Appeal against the ICs decision to be within 90 days from the date of the recommendations.	✓

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1. About this policy

Cadila Pharmaceuticals Limited, including its subsidiaries, affiliates and its allied business, all over India (collectively referred to as “**Cadila**”). We strive to create and maintain a healthy, safe and productive work environment, free from discrimination and any kind of harassment including Sexual Harassment.

Accordingly, this Policy on Prevention, Prohibition and Redressal of Sexual Harassment at the Workplace (“**Policy**”) has been framed with the intention of preventing and prohibiting Sexual Harassment at the Workplace, which includes redressal of Sexual Harassment should it occur.

- 1.1 This Policy fulfils the directives contained in the provisions of “**The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the “Act”)** read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (the “Rules”). In the event of any inconsistency or conflict between this Policy and the Act and Rules, the latter shall prevail.
- 1.2 Through this Policy, a mechanism has being set up for prevention, protection and redressal of sexual harassment of women at the workplace, should it occur.
- 1.3 Cadila has adopted a policy of zero-tolerance against any conduct leading to sexual harassment of women at the workplace as mandated by the law. Further, any backlash, or retaliation, following a complaint of sexual harassment will also be considered as harassment, and within the purview of this policy.

2. Scope

This Policy is applicable to all Employees and personnel engaged by Cadila (both permanent, temporary), and for all the Workplace/s established, owned and/or controlled (wholly or partially) by Cadila.

3. Cadila Requirements

- 3.1 All Employees shall uphold the highest standards of ethical conduct at the Workplace and in all their interactions with stakeholders. This means that they have a responsibility to, *inter alia*:
 - (a) Treat each other with dignity and respect;
 - (b) Follow the letter and spirit of law;

- (c) Refrain from any unwelcome behaviour that has sexual connotation;
- (d) Refrain from creating a hostile atmosphere at Workplace *via* Sexual Harassment; and
- (e) Report incidents of Sexual Harassment to appropriate authorities and abide by the applicable procedures.

4. Definitions

4.1 Sexual Harassment

“Sexual Harassment” means, includes any one or more of the following unwelcome acts or behaviour, namely:

- (a) Physical contact and advances;
- (b) Demand or request for sexual favours;
- (c) Making sexually coloured remarks or gestures
- (d) Gender based insults or sexist remarks or remarks of a sexual nature about a person’s clothing or body;
- (e) Showing pornography or the likes;
- (f) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

The following illustrative acts or omissions shall be considered sexual harassment and come under the purview of this Policy:

- (a) Eve-teasing
- (b) Sexually coloured jokes, indecent sexual pranks, innuendos and taunts causing or likely to cause awkwardness or embarrassment including sounds which have explicit and/or implicit sexual connotation;
- (c) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls), text messages, e-mails, on virtual platforms or on social media;
- (d) Repeatedly asking to socialize during off-duty hours or continued expression of sexual interest against a person’s wishes;
- (e) Inappropriate touching or brushing against any part of the woman’s body;
- (f) Giving gifts or leaving objects that are sexually suggestive;

- (g) Physical confinement against one's will, persistent watching, following, contacting and any other act likely to intrude upon or violate one's privacy;
- (h) Explicitly or implicitly seeking sexual favours in return for hiring, compensation, promotion, retention, relocation or allocation of job/responsibility/work.

4.2 Aggrieved Woman

An “Aggrieved Woman”, in relation to a Workplace, is a woman, of any age, whether an employee (Contractual/ Intern/Apprentice) or not, who alleges to have been subjected to any act of Sexual Harassment by the Respondent at such Workplace. Any woman visitor to Workplace or any woman who is temporary resident of any of the accommodations or premises designated as Workplace can be considered as an Aggrieved Woman if she faces any Sexual Harassment while on the premises of the relevant Workplace.

The definition of aggrieved woman will also include trans-women (in view of the Transgender Persons Rights Act, 2019 and NALSA Judgement).

4.3 Complainant

A “Complainant” is any Aggrieved Woman (or if the Aggrieved Woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, any other individual who is allowed to make a complaint on behalf of the Aggrieved Woman in accordance with the Act read with the Rules and as mentioned in paragraph 8.1.3) who makes a complaint alleging an incident of Sexual Harassment under this Policy.

4.4 The Authority

The Authority, shall mean the “HR Head” to appoint or terminate the services of an employee or impose any punishment as indicated and/or provided for by the IC, under the PoSH Act.

4.5 Employee

An “Employee” means any person engaged by and for Cadila with regards to any form or nature of work whether on regular, permanent, temporary, part time, ad hoc or daily wage basis, either directly or through an agent, including a retainer, a contractor, with or without the knowledge of Cadila, whether for remuneration or not, or working on a voluntary basis or otherwise any other such name referred to for an employee.

4.6 Respondent

A “Respondent” means the person against whom the Complainant has made the complaint and is an employee of Cadila. However, if in certain cases, if a women from Cadila has been sent in the course of her work/employment to another workplace, to complete/engage in some work to further the cause of Cadila , in such a case, the IC shall forward a complain to the IC of the office/workspace where the women has been a victim of sexual harassment at such a place.

4.7 Workplace

“Workplace” means premises, locations, establishments, enterprises, institutions, offices, branches or departments or any other premises, including guest houses and townships, established, owned, wholly or partially and/or controlled by Cadila.

It shall also include any virtual platform owned, or any other device, which has access to and used by employees.

Further, it includes places visited by employee arising during or out of the course of employment including transportation provided by the Cadila for undertaking such journey. It shall also include any such location where employee visits to carry out Cadila’s work or attend any seminar, training, conferences etc. or attend a function including get-together, retreat and picnic/office retreat organized by Cadila. This is with reference to Section 2(o) of the PoSH Act, dealing with extended workplace.

5. Internal Committees

IC Composition-

For timely redressal of complaints, the management of Cadila has constituted Internal Committees also known as the (“**IC**”). It is the primary, and only authorised statutory

body to redress issues of sexual harassment at the workplace. To access the member list, please refer to - **Annexure A**

5.1 Functioning of the IC

The ICs have been constituted for each Workplace by strictly adhering to the following guidelines:

- (a) At least half of the total member of IC shall be women;
- (b) A senior level woman employed at the Workplace shall be appointed as the Presiding Officer of the IC (“Presiding Officer”)
 - (i) Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of Cadila;
 - (ii) In case of retirement of the senior level woman the outgoing Presiding Officer, should be replaced with the next senior most woman in Cadila. The same should be done in a prompt and timely fashion, particularly if a case is put before the IC, and the outgoing Presiding Officer has her retirement period upcoming in the next three months.
- (c) No less than two members of the IC shall be appointed, as far as possible, from amongst employees who are preferably committed to the cause of women or who have had experience in social work or have legal knowledge in this field;
- (d) One member shall be appointed from amongst non-governmental organizations or associations committed to the cause of women or familiar with the issues relating to Sexual Harassment.
- (e) Confidentiality
 - (i) All the members of the IC, as well as the Complainant, Respondent, and Witnesses are bound by Confidentiality, a breach of the same, attracts penalty under Section 16 of the Prevention, Prohibition, and Redressal of Sexual Harassment of Women at Workplace Act, 2013.

6. Tenure and vacancy

- 6.1 The Presiding Officer and every member of the IC shall hold office for a period not exceeding 03 (three) years, from the date of their nomination. However, the Presiding Officer and other members of IC shall automatically vacate their office upon termination/cessation of their employment with Cadila.
- 6.2 Any vacancy created due to removal, cessation of employment, termination, resignation, death, disability or any other cause as applicable shall be filled promptly

by a fresh nomination by the management of Cadila in accordance with the provisions of the Act.

7. Removal and/Replacement of IC member or Presiding Officer

7.1 In the event the Presiding Officer and / or any member of the IC:

- (a) Contravenes any provisions of the Act or the Policy; or
- (b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him her; or
- (c) Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her; or
- (d) Has so abused his/her position as to render his/her continuance in office prejudicial to the interest of employees or company; or
- (e) Is a party to the proceedings of the IC, as a respondent or witness for either complainant or respondent in relation to a complaint filed by an Aggrieved Woman under this Policy, such Presiding Officer or member as the case may be, shall be recused from the services of the IC and replaced accordingly by the management of Cadila to avoid conflict of interest and bias, this shall be done in accordance with this Policy and the applicable law.

8. Redressal Process

8.1 Complaint of Sexual Harassment

- (a) The Aggrieved Woman shall inform any IC Member and give a complaint in writing by email, or letter. This template offered is for information purposes only and it is neither mandatory nor meant to be prescriptive or suggestive. Please see template of a complaint annexed **Annexure B**.
- (b) The Complainant can also seek assistance of a trained psychologist, trauma-psychiatrist to write the complaint under special circumstances where she is unable to do so herself or is too traumatised or disturbed.
- (c) The Complainant shall submit details of the complaint, along with supporting documents and relevant details concerning the alleged incident(s), the name and details of the Respondent and names and addresses of the witnesses, if any.
- (d) If the Aggrieved Woman is unable to make a complaint in writing on account of her physical/mental incapacity, a complaint may be filed with her consent by:
 - (i) Her family member, friends, or relative
 - (ii) Her Co-worker

- (iii) Any person who has knowledge of the incident, with the consent of the aggrieved woman
 - (iv) A qualified psychiatrist, or psychologist, special educator
 - (v) The guardian or authority under whose care she is receiving treatment or care;
- (e) Any person who has knowledge of the incident jointly with the Aggrieved Woman's relative, friend, psychiatrist, psychologist or guardian or authority under whose care she is receiving treatment.
- (f) If the Aggrieved Woman is deceased, the complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heirs.

9. Conciliation

- 9.1 Prior to initiating an inquiry, the IC may, at the request of the Aggrieved Woman take steps to conciliate the matter between the Complainant and the Respondent, provided that no monetary consideration is involved in such conciliation.
- 9.2 The IC is to appoint a neutral person as a Conciliator between the parties, the Conciliator is to prepare a report on a successful conciliation and forward it to the IC. Upon conciliation being reached, the IC shall not conduct any further inquiry in the complaint. In case of an unsuccessful conciliation the Conciliator is to forward a report to the IC to conduct a formal enquiry.
- 9.3 The IC shall record the settlement so arrived at the end of the conciliation and forward the same to the employer to take appropriate action as recommended.
- 9.4 The IC will provide copies of the settlement as recorded to the Aggrieved Woman and the Respondent.

10. Inquiry

- 10.1 Upon receipt of the complaint, or subject to provisions of clause 9 above and in the event of unsuccessful Conciliation or breach of any of the term or condition of the settlement/Conciliation Order by the Respondent, the IC shall conduct an inquiry into the complaint.
- 10.2 The Respondent shall file his reply to the IC, annexed is **Annexure C** that can be used as reference along with his/her list of documents, and names and addresses of witnesses, within ten working days from the date of receipt of the complaint along with all documents referred to in his/her response/reply. The IC shall make an inquiry into the complaint in accordance with the principles of natural justice.
- 10.3 The Presiding Officer, or any member on behalf of IC, shall notify in writing, the time, date/s and location of the inquiry hearing/s to the Complainant and the Respondent, not less than 2 (two) working days in advance of such schedule date of inquiry hearing/s.

- 10.4 While conducting the inquiry, a minimum of 3 (three) members of the IC including the Presiding Officer shall be present.
- 10.5 The IC shall have the powers to summon and enforce the attendance of any person and conduct an examination, demand discovery and production of documents and / or any other matter which may be prescribed and deemed necessary for the inquiry process. The IC shall have same powers vested in a civil court under the Code of Civil Procedure 1908 to the conduct the inquiry.
- 10.6 The IC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present themselves, for three consecutive inquiry hearings convened by the Presiding Officer. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 (fifteen) days in advance, to the party concerned.
- 10.7 During the course of inquiry, the Complainant and the Respondent shall be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the IC.
- 10.8 The inquiry shall be completed within a period of 90 (ninety) days from the date of receipt of the complaint. Annexed is **Annexure D**, is a flowchart of the process.

11. Action during pendency of the Inquiry

- 11.1 During the pendency inquiry, on a written request made by the Complainant, the IC may recommend the following:
 - (a) Transfer the Aggrieved Woman or the Respondent to any other Workplace;
 - (b) Grant paid leave to the Aggrieved Woman up to a period of 3 months, in addition to her regular leave entitlement;
 - (c) The leave granted to the Aggrieved Woman shall be in addition to the leave she is otherwise entitled to.
 - (d) Grant such other relief to the Aggrieved Woman as may be appropriate;
 - (e) Restrain the Respondent from reporting on the work performance of the Aggrieved Woman or writing her confidential report (in case he/she is direct supervisor) and assign the same to another officer.

On receiving a recommendation from the IC, the employer shall take appropriate action and send a report of such action taken to the IC.

12. Protection and support for those involved

- 12.1 The Aggrieved Woman/ or anyone who makes a complaint on her behalf or those who participate in good faith in any investigation must not suffer any form of

retaliation/backlash or victimisation as a result of the complaint. Anyone found to have retaliated against or victimised someone in this way will be treated as an act of sexual harassment, and will be sanctioned accordingly.

- 12.2 If you believe you have suffered any such treatment mentioned above you should inform the IC. If the matter is not remedied you should raise it formally using our Grievance Procedure (as mentioned in the Code of Conduct Rules) or this procedure if appropriate.

13. Inquiry Report and Actions

13.1 On the completion of an inquiry the IC shall provide a written report of its findings to the employer within 10 (ten) days from the date of completion of the inquiry and such report shall be made available to the Aggrieved Woman and the Respondent.

13.2 In the event the IC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Employer that no action is required to be taken in the matter

13.3 Where the IC arrives at the conclusion that the allegation against the Respondent has been proved, and the Respondent is guilty, it shall recommend in writing to the Employer, any or all the following actions:

- (a) To warn, reprimand, withhold withholding promotion/pay rise/increments, deduction of salary/wage, or termination from service, notwithstanding anything in the Code of Conduct Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, having regard to
 - (i) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
 - (ii) The loss in the career opportunity due to the incident of sexual harassment;
 - (iii) Medical expenses incurred by the victim for physical or psychiatric treatment;
 - (iv) The income and financial status of the respondent;
 - (v) Feasibility of such payment in lump sum or in instalments.
 - (vi) Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman.

14. False or Malicious Complaint

14.1 In case the IC arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, or evidence it may recommend to the

employer to take suitable action against the Complainant who has made the complaint, in accordance with the provisions of false/malicious allegations under section 14(1) of PoSH Act.

- 14.2 The Complainant in case of a frivolous/malicious complaint, shall be punished with warning, reprimand, withholding promotion/pay rise/increments, deduction of salary/wage, or termination from service depending upon the severity of the allegations.
- 14.3 Mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant.
- 14.4 The malicious intent on part of the Complainant needs to be established through the inquiry process before any action against such Complainant is recommended by the IC to the employer.
- 14.5 In case the IC arrives at a conclusion that during the inquiry any witness against the Respondent is malicious or the has given false evidence or has produced any forged or misleading document, it may also recommend to the employer to take suitable action against such witness in accordance with the provisions of the applicable Cadila Code of Conduct Rules.

15. Awareness

- 15.1 Declare names, contact details of all IC members.
- 15.2 Complete the mandatory e-learning course- Creating a Respectful Workplace every year.
- 15.3 Organise workshops and awareness programs at regular intervals for sensitising all members with the provisions on the policy.
- 15.4 Display at a conspicuous place in the workplace the penal consequence of sexual harassment.
- 15.5 Disseminate the internal policy for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;
- 15.6 Organise capacity and skill building programmes for the Members of the Internal Committee;

16. Appeal

In the event that any person is aggrieved from the recommendations made by the IC or non-implementation of such recommendations, he/she may appeal to the appropriate authority, as specified by the law, within a period of 90 (ninety) days of the recommendations.

17. Amendment

Cadila reserves the right to amend the Policy from time to time in order to comply with applicable laws / rules / regulations that come into effect from time to time, related to Sexual Harassment. The latest version of the Policy including the composition of the ICs is available with the HR of Cadila/Cadence.

18. Contacts* (Annexure A)

*Tenure of members is for a period of three years subject to clause 6.

ANNEXURE A

Date-

As on date, the following, form a part of the IC (Internal Committee), in pursuant to Section 4 of the Prevention Prohibition and Redressal of Sexual Harassment at workplace Act, 2013.

BHAT

Sr. No.	Name and IC Designation	Experience	Qualification Requirement	Contact Details
1	Chairperson- Shruti Hegde	<u>Senior most female employee</u> of Cadila with close to five years of experience in dealing with issues pertaining to women at workplace, diversity, equity and inclusion. Received formal training to deal with PoSH cases.	✓	Email id- shruti.bedge@cadilapharma.com Mobile No.- 9920303675
2	Member- Nrupa Pandit	Senior <u>female employee</u> of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- nrupa.pandit@cadilapharma.com Mobile No.- 8758528124
3	Member- Suresh Gupta	Senior <u>male employee</u> of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- scgupta@cadilapharma.com Mobile No.- 9825007843
4	Member- Himanshi Jain	Senior <u>female employee</u> of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- 6359010970 Mobile No.- himanshi.jain@cadilapharma.com

4.	Member- Kamal Naik	Senior <u>male</u> <u>employee</u> of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- <u>kamal.naik@cadilapharma.com</u> Mobile No.- 9727726251
5.	External Member- Uttara Gargesh	Lawyer/ Social Worker <u>Female</u>	✓	Email id- uttara.gargesh@gmail.com Mobile No.- 9998900266

KADI

Sr. No.	Name and IC Designation	Experience	Qualification Requirement	Contact Details
1.	Chairperson- Shubra Pillai	<u>Senior most</u> <u>female</u> <u>employee</u> of Cadila with close to five years of experience in dealing with issues pertaining to women at workplace, diversity, equity and inclusion. Received formal training to deal with PoSH cases.	✓	Email id- <u>shubra.pillai@cadilapharma.com</u> Mobile No.-9727753099
2.	Member- Tikendra Patel	Senior male employee of Cadila. Received formal training to	✓	Email id- <u>tikendra.patel@cadilapharma.com</u> Mobile No.-9824518106

		deal with PoSH cases.		
3.	Member- Rachana Narayan	Senior female employee of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- rachana.narayan@cadilapharma.com Mobile No.-9427314010
4.	Member- Nirav Patel	Senior male/female employee of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- maint.kemicon@cadilapharma.com Mobile No.-8141855765
5.	External Member- Uttara Gargesh	Lawyer/ Social Worker <u>Female</u>	✓	Email id- uttara.gargesh@gmail.com Mobile No.- 9998900266

JAMMU

Sr. No.	Name and IC Designation	Experience	Qualification Requirement	Contact Details-
1.	Chairperson- Manjeet Kaur	Senior most female employee of Cadila with close to five years of experience in dealing with issues pertaining to women at workplace, diversity, equity and inclusion. Received formal training to deal with PoSH cases.	✓	Email id- manjeet.kaur@cadilapharma.com Mobile No.- 09419118453
2.	Member-	Senior male employer of	✓	Email id- gadoc.jammu@cadilapharma.com

	Shweta Gupta	Cadila. Received formal training to deal with PoSH cases.		Mobile No.-7051105001
3.	Member- Vidhushi Sharma	Senior male employer of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- vidushi.sharma@cadilapharma.com Mobile No.- 8716024420
4.	Member- AnujKumar Gupta	Senior female Male employer of Cadila. Received formal training to deal with PoSH cases.	✓	Email id- anujkumar.gupta@cadilapharma.com Mobile No.- 9872820418
5.	External Member- Dr. Aakriti Mathur	Lawyer/ Social Worker	✓	Email id- Draakritimathur@gmail.com Mobile No.-9910410974

ANNEXURE B

Date-

Template for complaint

Addressed to IC Members only /Individually/Collectively

Date-

Three month time limit of the complain to be satisfied. – Is the complaint made within three months from the incident of sexual harassment? Yes/No

If no, explain the reason for delay-

In case of an extension another 3 months- mention reason (To be added in IC members copy only)

1. Details of the Complainant-
 - a. Name-
 - b. Age-
 - c. Designation of the Complainant –
 - d. In case the victim is being represented by friends/family members/co-workers/anyone else who has knowledge of the incident/guardian/authority under whose care/custody the victim is in/qualified psychologist/psychiatrist (attach necessary registration number of the practitioner)/legal heirs.
 - e. Classify complain into- (physical contact and advances, sexual favors/sexually coloured remarks/any other unwelcome physical, verbal or non-verbal conduct of sexual nature, *quid pro quo*, direct or indirect harm to employment unless goes on dates or sexual favors are granted, hostile work environment, humiliating treatment likely to affect employees health or safety)
 - f. Incident took place at work/extended workplace/virtual platform
2. Details of the Respondent-
 - a. Name
 - b. Age

- c. Designation of the Respondent-
- 3. Reporting structure between the Complainant and Respondent-
(Subordinate/colleague/superior) (if any)
- 4. Brief description of incidents-
 - a. Date
 - b. Time
 - c. List of witnesses (Mention name, address of witnesses, contact details)
 - d. Attach documents/relevant emails/texts/Social media conversations
- 5. Relief expected
(Immediate- restrain reporting, transfer, grant paid leave, other relief , and long term relief if any)
- 6. Declaration that the contents of this letter/email are true.
- 7. Signed copy of Non- Disclosure- Confidentiality.

Regards,

Name of the Complainant

Signed

ANNEXURE C

Format of the reply of the Respondent

To the IC/Member of the IC

Date-

From-

Mention- Name, Address, Contact Details, Designation

Reference- In reference to the complaint dated- (mention date), in the case of (Mention case no. if already given by the IC) by the complainant (mention name of the complainant)

Respected members of the IC,

In furtherance of the letter dated, (mention date) forwarded by the Complainant (mention name). I present the following details- (mention defence here)

(The below mentioned are only suggestive responses-

- No improper offensive conduct which may come within workplace sexual harassment was extended.
- The behaviour was not directed at the complainant (this might not be the best response in case of a hostile workplace complaint)
- The complainant experienced no hard (this might not be the best response in case of a hostile workplace complaint)
- The behaviour did not occur in the workplace or at any location/any event related to work

Mention any proof, witness for the same. (Mention type of evidence; attach copies of it, and name, designation and details of witness if any) As far as possible in a chronological list.

Any other details, that can further your stance-

I understand, that a copy of the reply, will be shared to the Complainant.

Declaration- I state that the information shared by me, is true and accurate.

Regards,

ANNEXURE D

