

NARENDRA PROPERTIES LIMITED

PREVENTION, PROHIBITION AND REDRESSAL POLICY AGAINST SEXUAL HARASSMENT OF WOMEN AT WORK PLACE

APPLICABILITY :

This policy is applicable to all the employees of the Establishment deployed at the workplace who are either (a) on the rolls of the establishment or (b) engaged through the Contractor(s) having service agreement with the establishment or a co-worker, or a probationer, trainee or apprentice or called by any other such name as enumerated in clause (f) of Section 2 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as SHWW Act).

OBJECTIVE :

This policy has been formulated keeping in view the provisions under the SHWW Act and its Rules. The said policy is to define the guidelines and the process to be followed in order to provide protection against sexual harassment of the women at workplace and for the prevention and redressal of complaints of sexual harassment in addition to the matters connected therewith or incidental thereto.

DEFINITIONS :

- (a) Aggrieved woman – means in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- (b) **Employer** – means the Head of the Organisation i.e., Company's Managing Director.
- (c) **Works place** – includes all offices, branches located anywhere in India. It also includes any place visited by the employees arising out of or during the course of employment including transportation provided by the employer of the establishment for undertaking the journey.



[Handwritten signature]

- (d) Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely ;
- (i) Physical contact and advances; or
 - (ii) A demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks; or
 - (iv) Showing pornography; or
 - (v) Any other unwelcome physical, verbal or non-verbal conduct or sexual nature.
- (e) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment;
- (i) Implied or explicit promise of preferential treatment in her employment; or
 - (ii) Implied or explicit threat of detrimental treatment in her employment; or
 - (iii) Implied or explicit threat about her present or future employment status; or
 - (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) Humiliating treatment likely to affect her health or safety.

PROCEDURE FOR COMPLAINT :

The complaint should be made by an aggrieved woman within a period of three months from the date of occurrence of incident and in case of a series of incidents, within a period of ONE MONTH from the date of last incident. The complaint by an aggrieved woman employee shall be made to the MANAGING DIRECTOR in writing and be sent either by registered post with acknowledgment due or deposited in person at the registered office of the Company.



[Handwritten signature]

COMPLAINT REDRESSAL

The Managing Director shall upon receipt of such complaint make suitable inquiry as he may deem fit and redress the complaint on a fair and equitable basis within a period of one month.



NARENDRA C MAHER
MANAGING DIRECTOR



PLACE : CHENNAI

DATED: 27.05.2015