

## **Policy on Sexual Harassment of Women at Work Place**

**Approved by the Board in its meeting held on 24<sup>th</sup> March, 2014**

- 1) The Sexual Harassment of Women at Workplace Act, 2013 has come into force with effect from April 2013
- 2) As per the act, sexual harassment includes any one or more of the following unwelcome acts or behavior committed in the work place (whether directly or by implication) such as:
  - (i) Physical contact and advances
  - (ii) A demand or request for sexual favours
  - (iii) Sexually colored remarks
  - (iv) Showing pornography
  - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- 3) The Act makes it mandatory for all offices, institutions and other workplaces to have an internal redressal mechanism for complaints related to sexual harassment. It covers not only employees, but also clients, customers, apprentice or daily wage workers who enter the workplace. Its provisions also apply to private sector organisations, service providers of commercial, professional or entertainment activities
- 4) Accordingly, an Internal Complaints Committee (ICC) has been constituted consisting of the members as specified in Annexure-1
- 5) The scope of the Internal Complaints Committee [ICC] encompasses all incidents / occurrences of sexual harassment which take place at the workplace and where either of the party (aggrieved / accused) is an employee of the IL&FS Group
- 6) An aggrieved woman is required to make, in writing, a complaint of sexual harassment at the workplace to the ICC 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

- 7) The contents of the complaint made, the name, identity, address or any other particulars of the aggrieved woman as well as information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the Company will not be communicated or made known to the employees in the organization or published to the public, press and media in any manner that would lead to the identification of the aggrieved woman and would be kept strictly confidential
- 8) As per the Act, the Company shall initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place. Further, the Company shall treat sexual harassment as a misconduct under the service rules and shall initiate necessary action for such misconduct
- 9) Attached is a scanned copy of the The Sexual Harassment of Women at the Workplace, Act 2013 for your reference

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**Composition of Internal Complaints Committee("ICC")**

**For New Delhi and NCR - (Northern Region - East) - for a period of two years:**

| <b>S. No.</b> | <b>Name</b>           | <b>Designation</b>            | <b>Employee of Company</b> |
|---------------|-----------------------|-------------------------------|----------------------------|
| 1             | Dr. Archana Hingorani | Chairperson/Presiding Officer | IIML                       |
| 2             | Mr. R C M Reddy       | Member                        | IL&FS                      |
| 3             | Mr. Vibhav Kapoor     | Member                        | IL&FS                      |
| 4             | Ms. Amrita Singh      | Member                        | IRL                        |
| 5             | Ms Namrata Mukherjee  | Member                        | IEDCL                      |
| 6             | Ms Monisha Macedo     | Member                        | NTBCL                      |
| 7             | Dr Ranjana Kaul       | Member                        | NGO                        |

**For Mumbai-(Western Region and South of India)**

| <b>S. No.</b> | <b>Name</b>           | <b>Designation</b>            | <b>Employee of Company</b> |
|---------------|-----------------------|-------------------------------|----------------------------|
| 1             | Dr. Archana Hingorani | Chairperson/Presiding Officer | IIML                       |
| 2             | Mr. Vibhav Kapoor     | Member                        | IL&FS                      |
| 3             | Mr. Milind Patel      | Member                        | IFIN                       |
| 4             | Ms. Shikha Bagai      | Member                        | IL&FS                      |
| 5             | Ms. Navita Yadav      | Member                        | ITCL                       |
| 6             | Ms. Piali Syam        | Member                        | NGO                        |