

SEXUAL HARASSEMENT POLICY

INTRODUCTION

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

Balajee Infratech & Constructions Private Limited (hereinafter referred to as Balajee or the “Company”) quest for competitive excellence comprises of commitment to lawful and ethical conduct and adhering to Balajee’s core values including Integrity, honesty and respect for people.

Further, we believe - Our success is based on our people. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement; protect their privacy and **do not tolerate any form of harassment or discrimination.**

The Company’s policy on “Prevention of Sexual Harassment of women at workplace” intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

OBJECTIVES:

- ✚ The Company believes that all women 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 offence.
- ✚ The Sexual Harassment shall be also governed by such rules as may be framed by The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.

POLICY

1.0 GUIDELINES

- 1.1 The Company endeavours to ensure a congenial environment where all women employees can work without any inhibition and contribute their best without any fear or favour.
- 1.2 The policy on sexual harassment is aimed at providing guidelines to prevent and/or redress sexual harassment of women employees in the company.



- 1.3 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.
- 1.4 To meet this objective, measures will be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment which includes such unwelcome sexually determined behaviour (whether directly or by implication).
- 2.0 DEFINITIONS**
- 2.1 “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 therein.
- 2.2 “Aggrieved woman” in relation to a workplace shall mean a woman, of any age, who alleges to have been subjected to any act of sexual harassment by the respondent and includes a woman whether employed or not;
- 2.3 “Employees” for the purposes of this Policy alone, shall mean persons on the rolls of the Company, or as trainee, apprentice, or on ad hoc, 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 whether for remuneration or not, or working on a voluntary basis or otherwise;
- 2.4 “Employer” means person who are responsible for management, supervision and control of the workplace including appointment/removal/termination of employees.
- 2.5 “Internal Committee” shall mean an Internal Complaints Committee.
- 2.6 “Member” shall mean a Member of the Internal Committee;
- 2.7 “Presiding Officer” shall mean the Presiding Officer of the Internal Committee.
- 2.8 “Sexual Harassment” shall mean to include one or more of the following acts directly or indirectly:
- i) Physical contact and advances; or
 - ii) A demand or request for sexual favours; or
 - iii) Sexually coloured remarks; or
 - iv) Showing pornography; or
 - v) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.
- 2.9 “Workplace” means establishments, enterprises, institutions, offices, branches, premises, locations or units established, owned, controlled by the Company or places visited by the employees out of



or during the course of employment including accommodation, transportation provided by the employer for undertaking such journey.

3.0 SCOPE

- 3.1 This Policy extends to all the employees of the Company and its group companies and shall be deemed to be incorporated in service conditions of all employees.
- 3.2 This Policy would be applicable in following circumstances:
- i) Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to a person belonging to the other sex;
 - ii) When any such conduct is committed by a third party or outsider in relation to an Employee of Company, or vice versa during the course of employment.
 - iii) Any unwelcome gesture by an employee having sexual overtones.

4.0 RESPONSIBILITIES

- 4.1 Employee of the Company shall ensure that his/her behaviour does not reflect any unwelcome sexually determined behaviour as stated herein and reporting of sexual harassment instances in accordance with this Policy.
- 4.2 In case of any misconduct, appropriate disciplinary action will be initiated by Human Resources Department Head (HR) of the location to which the employee pertains in accordance with the Policy. Where the conduct amounts to a specific offence under the Indian Penal Code or any other law, appropriate action will be initiated in accordance with law by making a complaint with the appropriate authority.
- 4.3 In case sexual harassment occurs as a result of an act by any third party or outsider, HR will take steps necessary to assist the affected employee in terms of support and preventive action.
- 4.4 Please refer Annexure B for sections dealing with sexual harassment under the Indian Penal Code(IPC)

5.0 THE INTERNAL COMPLAINTS COMMITTEE

- 5.1 The Internal Committee shall comprise of following:
- 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 Name of the Members of the Internal Complaints Committee is as per Annexure A of this Policy and any change in such composition shall be effected in the policy.

- 5.2 The Presiding Officer and Members of the Internal Committee shall hold office for such period, not exceeding three years from the date of their nomination.
- 5.3 The Meetings of the Internal Committee shall be in accordance with provisions of the Act.

6.0 COMPLAINT

- 6.1 An aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any member of the Internal Committee, as the case maybe, shall render all reasonable assistance to the woman for making the complaint in writing.

- 6.2 Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person may be prescribed may make a complaint.
- 6.3 The Internal Committee, may, before initiating inquiry and at request of the aggrieved women take steps to settle the matter between her and the respondent through conciliation.
- 6.4 Where a settlement has been arrived, the Internal Committee, as the case may be, shall record the settlement so arrived and forward the same to the Management to take action as specified in recommendation.
- 6.5 The Internal Committee shall provide the copies of the settlement as recorded to the aggrieved women and the respondent.
- 6.6 Where a settlement is arrived; no further inquiry shall be conducted by the Internal Committee.
- 6.7 The Internal Committee, shall proceed to make inquiry shall be complaint in such manner as may be prescribed;
- Provided that where the aggrieved women informs the Internal Committee, that any term or condition of settlement arrived has not been complied with by the respondent, the Internal Committee shall proceed to make an inquiry into the complaint.
- 6.8 For the purpose of making inquiry , Internal Committee, 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, namely:-



- i) Summoning and enforcing the attendance of any person and examining him on oath;
- ii) Requiring the discovery and production of documents; and
- iii) Any other matter which may be prescribed.

6.9 The inquiry shall be completed within period of ninety days.

7.0 INQUIRY INTO COMPLAINT

7.1 During the pendency of inquiry, on a written request made by the aggrieved women the Internal Committee, may recommend to the employer to:

- i) Transfer the aggrieved women or the respondent to any other workplace; or
- ii) Grant leave to the aggrieved women; or
- iii) Grant such other relief to the aggrieved women as may be prescribed.

7.2 The leave granted to the aggrieved women under point 7.1 shall be in addition to the leave she would be entitled to otherwise if the case is proved.

7.3 On the recommendation of the Internal Committee, the Management shall implement the recommendations made and send the report of such implementation to the Internal Committee.

7.4 On the completion of an inquiry, the Internal Committee shall provide a report of its findings to the Management.

7.5 Where the Internal Committee, arrives at the conclusion that the allegations against the respondent has not been proved, it shall recommend to the Management, that no action is required to be taken in the matter,

7.6 Where the Internal Committee, arrives at the conclusion that the allegations against the respondent has been proved, it shall recommend to the Management, to take action for sexual harassment as misconduct in accordance with the provisions of the service rules applicable to the respondent.

7.7 The Management shall act upon the recommendation within Sixty days of its receipt by him and also inform the Internal Committee regarding same in writing.

7.8 Where the Internal Committee, arrives at a conclusion that the allegation against the respondent is false or malicious or the aggrieved women or any other person making the complaint has produced any forged or misleading document. It may recommend to the Management, to take action against the women or the person who has made the complaint, in an accordance with the provision of service rules applicable to her or him;

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract against the complainant;

Provided further that the malicious intent of falsehood on part of the complaint shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.



- 7.9 Where the Internal Committee, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Management of the witness, may be to take action in accordance with the provision of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.
- 7.10 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 the action taken by the Management, shall not be published, communicated or made known to the public, press and media in any manner.
- 7.11 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 women and witnesses.
- 7.12 Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provision of the Act, contravenes any of the provisions of this policy, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person.
- 7.13 Any person aggrieved from the recommendations made or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance. Without prejudice to provisions contained in any other law for being in force, the person aggrieved may prefer an appeal in such manner.
- 7.14 The appeal shall be completed maximum within a period of ninety days of recommendations or recipients of the complaints.
- 7.15 The Internal Committee shall be governed by such rules as may be framed under the Act.

8.0 PROTECTION AGAINST VICTIMIZATION

- 8.1 The Internal Committee is empowered to recommend to Management, at the request of the aggrieved employee, interim measures including transfer of the aggrieved women or the respondent to any other division/ department.

9.0 OBLIGATIONS OF THE COMPANY

- 9.1 Providing a safe working environment at the work place which shall include safety from the persons coming into the contact at workplace.



- 9.2 Display at any conspicuous at the work place, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Committee.
- 9.3 Organize workshops and training programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Committee
- 9.4 Provide necessary facilities to the Internal Committee, for dealing with the complaint and conducting enquiry.
- 9.5 Assist in securing attendance of respondent and witnesses before the Internal Committee.
- 9.6 Make available such information to the Internal Committee, as it may require having regard to the complaint made.
- 9.7 Provide assistance to the woman if she so choose to file a complaint in relation to the offence under Indian Penal Code or any other law for time being in force.
- 9.8 Initiate action under the Indian Penal Code or any other law for the time being in force, against the perpetrator after the conclusion of the inquiry, or without waiting for the inquiry, where the perpetrator is not employee in the workplace at which the incident of sexual harassment took place.
- 9.9 Treat sexual harassment as a misconduct under the terms of service/employment and initiate action for misconduct.
- 9.10 Monitor timely submission of reports by the Internal Committee.

10.0 ANNUAL REPORT

- 10.1 The Internal Committee shall in each calendar year prepare, in such form and at such time as may be prescribed. An annual report and submit the same to the Head -HR.
- 10.2 The Head-HR shall include in its report the number of case filed if any, and their disposal as per the Act in the annual return and if no such report is to be filed, intimate such report to the District Officer.

11.0 AMENDMENT

- 12.1 The Management of the Company in consultation with the Head-HR and Internal Committee is authorised to make suitable amendments in this Policy and/or change the composition/refresh the composition of Internal Committee from time to time.

12.0 EFFECTIVE DATE

- 13.1 The Policy shall come into effect from 01st January, 2015



Annexure A

Members of the Internal Complaints Committee constituted by Balajee Infratech Constructions Pvt. Ltd. under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is as follow:

Name	Designation	Email ID	Contact Number
Mrs. Jaksey Satheesh	Presiding Officer	jsatheesh@balajee-group.com	99205 16761
Mr. Anand Mohan Singh	Member	amsingh@balajee-group.com	9987642878
Ms. Rucha Dahije	Member	rdahije@balajee-group.com	9757178704
Mrs. Reena Dokania	External Member	dokaniareena@gmail.com	9320204654

Annexure B

Sections of the Indian Penal Code (IPC) – Sexual Harassment and Punishment for Sexual Harassment

Under the Indian Penal Code, the newly introduced Section (Section 354A) which deals with Sexual Harassment has made this a 'cognizable offense' i.e. a person charged with Sexual Harassment may be arrested **without a warrant**.

(1) A man committing any of the following acts:

- (i) Physical contact and advances involving unwelcome and explicit sexual overtures; or
- (ii) A demand or request for sexual favours; or
- (iii) Showing pornography against the will of a woman; or
- (iv) Making sexually coloured remarks, shall be guilty of the offence of sexual harassment.

(2) Any man who commits the offence specified in clause (i) or clause (ii) or clause (iii) above, shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine, or with both.

(3) Any man who commits the offence specified in clause (IV) above shall be punished with imprisonment of either description (i.e. either simple or rigorous) for a term which may extend to one year, or with fine, or with both.

In addition to Section 354A set out above, acts of Sexual Harassment may also constitute other offenses under IPC including Section 354 (assault or criminal force to woman with intent to outrage her modesty), Section 354C (Voyeurism), Section 354D (Stalking), Section 375 and 376 (Rape) and Section 509 (word, gesture or act intended to insult the modesty of a woman) of the IPC.

Date: 01/01/2015

Place: Mumbai

Balajee Infratech & Constructions Pvt. Ltd

Director

INTERNAL COMPLAINT COMMITTEE

Annexure A (Revised vide Board Resolution dated 23/12/2017)

Members of the Internal Complaints Committee constituted by Balajee Infratech Constructions Pvt. Ltd. under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 w.e.f. 01/01/2018 is as follow:

Name	Designation	Email ID	Contact Number
Mrs. Jaksey Satheesh	Presiding Officer	jsatheesh@balajee group.com	99205 16761
Mrs. Ashwini Tendulkar	Member	atendulkar@balajee group.com	99205 90720
Mr. Manish Nangalia	Member	mnangalia@balajee group.com	98211 84900
Mrs. Manju Pavankumar Dhandharia	External Member	manjupavankumardhandharia@gmail.com	93711 66455

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Date: 01/01/2018

Place: Mumbai

Balajee Infratech & Constructions Pvt. Ltd


Director



INTERNAL COMPLAINT COMMITTEE

Annexure A (Reappointment of members vide Board Resolution dated 02/08/2024)

Members of the Internal Complaints Committee constituted by Balajee Infratech and Constructions Private Limited under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is as follow:

Name	Designation	Email ID	Contact Number
Mrs. Sangeeta Dokania	Presiding officer	sangeetadokania@balajee group.com	9320204655
Mrs. Nisha Dokania	Member	nishadokania@balajee group.com	9320204652
Mrs. Jaksey Satheesh	Member	jsatheesh@balajee group.com	9920516761
Mrs. Tulika Lalit Dhandharia	External Member	tulikadhandharia123@gmail.com	9326316211

For Balajee Infratech and Constructions Private Limited


Director



DIN : 00486475

Place: Mumbai

Ref: Board Resolution dated 02/08/2024

INTERNAL COMPLAINT COMMITTEE

Annexure A (Revised vide Board Resolution dated 08/08/2022)

Members of the Internal Complaints Committee constituted by Balajee Infratech and Constructions Private Limited under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is as follow:

Name	Designation	Email ID	Contact Number
Mrs. Sangeeta Dokania	Presiding officer	sangeetadokania@balajeegroup.com	9320204655
Mrs. Nisha Dokania	Member	nishadokania@balajeegroup.com	9320204652
Mrs. Jaksey Satheesh	Member	jsatheesh@balajeegroup.com	9920516761
Mrs. Tulika Lalit Dhandharia	External Member	tulikadhandharia123@gmail.com	9326316211

For Balajee Infratech and Constructions Private Limited


Director
DIN : 00486434



Place: Mumbai

Ref: Board Resolutions dated 02/08/2021 and 08/08/2022.

