

MASTER COMPONENTS PVT. LTD.	PROCESS MANUAL
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Department: Human Resource	Document No.: PR-HR-009	Page : 1 of 2
	Issue No./ Rev. No.: 5/0	Date: 01.04.2017
Title of Procedure: Sexual Harassment Policy		

Sr. No.	Step to be followed	Responsibility	Document / Record
1.0	Definition of Sexual Harassment		
1.1	In India definition of sexual Harassment is "Sexual Harassment means sexual advances, request for sexual favours and verbal or physical conduct of a sexual nature when:	-	-
	<ul style="list-style-type: none"> Submission to or rejection of such advances, requests or conduct is made whether explicitly or implicitly a term or condition of employment as a base for employment decisions or; 	-	-
	<ul style="list-style-type: none"> Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating hostile, Humiliating or sexually offensive work environment 	-	-
1.2	Under these definitions direct or implied by a supervisor or employee for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increase, promotions , increased benefits or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad in addition to the above examples other sexually oriented conduct whether it is intended or not, that is unwelcomed & has the effect of creating a workplace environment that is hostile, offensive , intimidating or humiliating to male or female workers / Staff may also constitutes sexual harassment	-	-
1.3	Following are some examples of conduct which if is unwelcomed may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct & its pervasiveness	-	-
	<ul style="list-style-type: none"> Unwelcomed sexual advances whether they involved physical touching or not. 	-	-
	<ul style="list-style-type: none"> Sexual epithets, jokes, written or oral references to sexual conducts, gossips regarding once sex life comment on an individuals body, comment about an individuals sexual activity , deficiencies or proves 	-	-
	<ul style="list-style-type: none"> Displaying sexually suggestive objects, pictures , cartoons, etc 	-	-
	<ul style="list-style-type: none"> Unwelcomed leering whistling, brushing against the bodies sexual gesture, suggestive or insulting comments 	-	-
	<ul style="list-style-type: none"> Enquiries in to one's sexual experience & discussion of one's sexual activities. 	-	-
1.4	All employees should take special note that as stated above retaliation against individual for cooperating with an investigation of a sexual harassment complaint is unlawful & will not be tolerated by the company	-	-

Prepared by:	Approved by:	Issued by:
Master copy stamp:	Control copy stamp:	

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2.0	Complaints Of Sexual Harassment		
2.1	If any of our employees believes that he or she has been subjected to sexual harassment of any kind, the employees has a right to file a complaint with the Company. This may be done in writing or orally.	-	-
2.2	If employees would like to file a complaint he / she may do so by contacting directly with HR Incharge, CEO of Director & on land line numbers.	-	-
3.0	<u>Sexual Harassment Investigation</u>		
3.1	When we receive the complaint we will promptly investigate the allegations in a fair & expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Investigation will include a private interview with the person filing the complaint and witnesses. Company will also interview the person alleged to have committed sexual harassment. When Company completes the investigation it will to the extent appropriate inform the person filing the complaint & the person alleged to have committed the conduct of the results of the investigation.	-	-
3.2	If it is determined that inappropriate conduct has occurred Company will act promptly to eliminate the offending conduct and where it is appropriate Company will also impose disciplinary action	-	-
4.0	<u>DISCIPLINARY ACTION</u>		
4.1	If it is determined that inappropriate conduct has been committed by one of our employees Company will take such actions as is appropriate under the circumstances Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as Company deems appropriate under the circumstances.	-	-

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