



GSPL Transmission Limited

Policy on Prevention of Sexual Harassment

**Objective**

- To ensure that all employees maintain appropriate standards of business and personal conduct with colleagues, customers and with the public at large.

Coverage

- All employees of the Group including regular employees, deputed employees from companies within and outside the Group, trainees, apprentices and employees engaged on a contractual basis

Definition

1. As per the guidelines laid down by the Honorable Supreme Court of India, prohibiting sexual harassment; sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication), such as:
 - I. physical contact and advances;
 - II. a demand or request for sexual favors;
 - III. Sexually coloured remarks;
 - IV. showing pornography;
 - V. any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Details

1. Each employee will maintain an appropriate standard of conduct with his/her colleagues
2. Each employee will be personally responsible for adherence to the laid down code of conduct in his/her range of work. The employee will ensure that he/she does not get involved in any inappropriate act, conduct, conversation or dealings in his/her official, private and personal spheres
3. It is the responsibility of every employee to communicate/ report any unacceptable behavior of the kind mentioned in the definition to sexual harassment, initiated towards self or colleagues

Complaint Procedure

1. To redress complaints of sexual harassment, a Grievance Committee will be constituted by the Vice Chairperson, with persons nominated from the Companies within Group.



2. The Committee should be chaired by a woman employee and have at least 50% women employees as members. The Committee should also have one member from an NGO committed to the cause of women.
3. Employees can file a complaint on sexual harassment to any of the members of the Grievance Committee. The complaint can be filed through email or in writing.
4. Sexually harassed women at workplace can also file an FIR directly at the police station, under section 509 of Indian Penal code as a criminal offence. The punishment in such cases is 1 year of imprisonment or fine or both.
5. Sufficient precaution will be taken by the Group to ensure that complete confidentiality is maintained and no form of discrimination is faced by the employee who has escalated the complaint.
6. The Grievance Committee will investigate all the complaints, received from the employees, thoroughly and promptly, in a free and fair manner. The investigation may include private interviews with the person filling the complaint, the person alleged to have committed the offence and witnesses, if any. The person filling the complaint will be informed of the outcome of the investigation. As far as possible, all efforts will be made to complete the investigation within 30 days from the date of the complaint.
7. If the investigation reveals that sexual harassment has been committed, the Committee will have a recommending role and cannot decide the punishment. It will forward its recommendations to the Vice Chairperson, who will decide the disciplinary action.
8. The concerned company's HR Department will maintain a complaint register keeping track of complaints received and the process followed.
9. The concerned company's HR Department will also make a report to the concerned government (State/Central) department on the complaints made and action taken.
10. In third party harassment, i.e. sexual harassment caused by outsiders who are not the employees of the Group, the Committee will play a role of providing moral support. If a regular complaint is received then action can be taken by informing the police in that area.

Disciplinary Action

1. If the investigation reveals that sexual harassment has been committed by any of the employees, prompt and appropriate disciplinary action will be taken, as decided by the Vice Chairperson. Such action(s) may include written or verbal warnings, suspension, or termination of employment.
2. Retaliation against an employee who has complained of sexual harassment will attract disciplinary action.
3. False accusations of sexual harassment or other unlawful behaviour can be damaging to an accused employee and disruptive to the Group's operations. Thus, intentional misuse / abuse of this policy will also result in strict disciplinary action against the

employee misusing / abusing the policy. Such action(s) may include written or verbal warnings, suspension, or termination of employment.