

IJCP PUBLICATIONS LTD.

ANTI SEXUAL HARASSMENT POLICY

1. Introduction

IJCP Publications Limited (hereinafter referred to as “IJCP” or “Company”) is committed to provide a safe and conducive work environment to its employees and expects them to combine “Expertise with responsibility”. Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his / her behavior will be attributed to the Company and can affect its inward and outward reputation.

IJCP employees have the right to work in an environment that is free from sexual harassment. Sexual harassment in the workplace is unlawful. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct. IJCP does not intend to regulate the personal morality of employees, but rather promote a work environment that is free from all forms of harassment whether that harassment is because of race, colour, religion or belief, sex, national origin, age, marital status, sexual orientation, disability, citizenship status, veteran status, or any other characteristic protected by law.

Prevention of Sexual Harassment Policy (“Policy”) has been formed by IJCP on the basis of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** (hereinafter **SHWW Act**), to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

2. Applicability

Harassment of any kind, including sexual harassment, is unacceptable and will not be tolerated. All Employees are expected to avoid any behaviour that could be interpreted or perceived as harassment.

This Policy applies to all harassment occurring in the work environment, whether at IJCP or in other work-related settings, and applies regardless of the gender, marital status or sexual orientation of the individuals involved. This Policy covers all

employees, applicants for employment, clients of the company, consultants, also any person who visits the office of IJCP. This Policy also covers unlawful harassment by anon-employee (e.g. clients, family members, suppliers, volunteers, interns, independent contractors, etc.) to the extent that it affects the work environment or interferes with the performance of work. Anyone who believes that he or she has been subjected to sexual or other harassment must report the problem using the procedures set forth in this Policy. IJCP will investigate a reported incident to the extent practicable and will take remedial action where appropriate.

3. Sexual Harassment Defined

For purposes of this Policy, “sexual harassment” means any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- physical contact and/or advances,
- demands or requests for sexual favours,
- making sexually coloured remarks;
- showing pornography;
- Any other unwelcome verbal or physical or non-verbal conduct of a sexual or gender-based nature.

4. Internal Complaint Committee

IJCP has constituted an Internal Ccomplaint Committee (the “ICC”) as per the provisions of SHWW Act which would deal with all formal Complaints and allegations of sexual harassment. Details of the ICC (including their contact details) is mentioned in **ANNEXURE I**.

4.1 Functions of ICC

ICC shall have the following responsibilities:

- (a) Implementation of the Policy relating to prevention of sexual harassment at the workplace;
- (b) Conducting inquires in accordance with this Policy and applicable law;
- (c) Organizing workshops or interactive programs to spread awareness of the issue of Sexual Harassment as well as this Policy amongst the Employees of IJCP; and
- (d) Keeping a record of all Complaints received and the actions taken by the ICC and IJCP thereon.

4.2 Annual Report

ICC shall, at the end of each calendar year, prepare a consolidated report giving a full account of its activities during the previous year of all the Complaints relating to Sexual Harassment received and the actions taken by IJCP thereon and shall submit the same to the concerned District Officer/other applicable Government authority (with a copy to the Board of IJCP) in accordance with applicable law. The Annual report shall have the following details:

- (a) number of complaints of sexual harassment received in the year;
- (b) number of complaints disposed off during the year;
- (c) number of cases pending for more than ninety days;
- (d) number of workshops or awareness programme against sexual harassment carried out;
- (e) Number of action taken by the employer or District Officer.

4.3 Decisions

The decisions of the ICC shall be decided by the majority vote and in cases of division of votes equally, the Chairperson shall have a casting vote.

4.4 Redressal Mechanism

Any employee / individual, who wish to make a Complaint alleging an act of Sexual Harassment, would have to do so to ICC in the manner described below. The procedure of redressal of such a Complaint is also provided below.

4.5 Initiation of Complaint

Any female Employee who has experienced or has been subjected to any act of Sexual Harassment by another Employee or a third party shall be entitled to lodge a written complaint (the “Complaint”) either through e-mail at **poshijcp@gmail.com** or courier written complaint to the Chairperson or any of the committee member, or by personal appearance handed to the Chairperson or other members of ICC. An Employee lodging a Complaint is referred to as a “Complainant” and any person accused of having committed an act of Sexual Harassment by such Complainant is referred to as the “Accused”. The complainant is required to disclose his/her name, department and location he/she is working in, to enable the respective committee member to contact him/her and take the matter forward.

The Complaint may be oral or in writing. If the Complaint is oral, the Chairperson or any member of ICC to whom the Complaint is made shall record the same in writing, in detail, and have the contents confirmed by the Complainant to the extent possible.

A complaint of Sexual Harassment may be made by an aggrieved Employee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The ICC may, for reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the aggrieved employee from filing a complaint within the said period.

Where an aggrieved Employee is unable to make a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other person as may be prescribed may make a complaint under this Policy.

4.6 Processing of Complaint

Upon receipt of the Complaint by the Chairperson /any member of ICC, such individual shall forward the Complaint to all the other members of ICC. The Complaint shall be kept in the strictest of confidence at this stage. The Chairperson shall then proceed to call a meeting of the ICC which shall then proceed with the enquiry procedure.

4.7 Conciliation

The ICC, may, before initiating an inquiry under this Policy and at the request of the aggrieved employee, take steps to settle the matter between her/him and the Accused through conciliation. No monetary settlement shall be made as a basis of conciliation.

If such a settlement has been arrived at, the ICC shall record the settlement and forward the same to IJCP to take action as specified in the recommendation. The ICC shall provide the copies of the recorded settlement to the Complainant and the Accused. Where a settlement is arrived at under this sub-clause, no further inquiry shall be conducted by the ICC.

4.8 Enquiry Procedure

- (a) The ICC shall investigate the Complaint and provide its report to IJCP as promptly as possible, no later than 90 working days from the date of the Complaint.
- (b) The ICC shall follow principles of natural justice in all its proceedings and subject thereto, shall maintain confidentiality of the identity of the Complainant, the Accused and the witnesses, as also the contents of the Complaint. The proceedings of the ICC shall be conducted in accordance with applicable law and IJCP's guidelines in relation to the same.
- (c) A copy of the Complaint as recorded by the ICC shall be given to the Accused as well as the Complainant. The Accused shall be required to submit her/his response to the Complaint as well as to indicate whether the Accused wishes the ICC to examine any witnesses or furnish any evidence. The Complainant shall also be required to indicate in writing whether the Complainant wishes the ICC to examine any witnesses or furnish any additional evidence.
- (d) The Accused shall not be permitted to compel the Complainant to be a witness, although the Complainant may choose to give evidence in relation to the alleged act of Sexual Harassment. In the event the Accused wishes to question the Complainant, any such questions which the Accused wishes to ask of the Complainant shall be submitted to the ICC in writing, and it shall provide them to the Complainant, with such edits as it deems necessary.
- (e) Upon receipt of the responses from the Accused and the Complainant, the ICC shall conduct a hearing at such venue or venues as are convenient to the Complainant, where both the Complainant and the Accused shall be heard in person. The ICC shall notify, the Accused and Complainant (as well as the witnesses, if any) of the time and venue of each hearing. Any records of the proceedings of such or any other hearings or meetings of the ICC shall be maintained strictly confidential.
- (f) In the event the Accused is not present in person at a hearing of the ICC, the hearing shall be adjourned to a date not later than three (3) days from the date of the original hearing, to be held at a time and venue convenient to the Complainant. The hearing shall be conducted on such adjourned date irrespective of whether the Accused is present or not. Provided that nothing

contained herein shall preclude the ICC from adjourning such hearing for a longer period subject to recording its reasons for such adjournment.

- (g) The ICC shall be empowered to call upon such of the employees who may have been witness to the incident(s) of Sexual Harassment and/or connected in any manner there to.
- (h) All employees shall extend their fullest co-operation to the ICC and any failure to co-operate, or the giving of wrong or misleading information, or withholding information shall be a violation of this Policy and shall be dealt by IJCP appropriately. In addition, any such failure to co-operate or wilful or deliberate giving of wrong or misleading information or withholding of information, to the extent the same constitutes inappropriate conduct/misconduct under IJCP Policy and shall be dealt with in accordance with the same.
- (i) IJCP shall provide necessary facilities to the ICC for dealing with the Complaint and conducting the inquiry. It shall assist in securing the attendance of the Accused and witnesses before the ICC and shall make available such information to the ICC as it may require having regard to the Complaint.

4.9 Interim Measures

During the pendency of the Enquiry, on a written request made by the Complainant, the ICC shall be empowered to recommend to IJCP:

- (a) the transfer of Complainant or the Accused to any other workplace;
- (b) Grant leave or any such other relief to the Complainant, as may be suggested by "ICC".

IJCP reserves the right to accept the recommendation by "ICC" as it is or alter it.

4.10 Report

Upon completion of the hearing, the ICC shall prepare its written report (the "**Report**"), which Report shall include a summary of the proceeding; the evidence adduced by the parties and the witnesses, and shall submit the same to IJCP. The Report shall further set out the ICC's conclusions on whether an offence of Sexual Harassment, or any other violation of this Policy, has been committed or occurred, or whether the Complaint made by the Complainant is either false or unproven, as

also the reasons/ rationale for the ICC's arriving at such conclusion. The Report shall further set out the ICC's recommendations on the disciplinary action(s) to be taken against the Accused or Complainant (as the case may be). All members of the ICC shall sign the Report.

The Accused and the Complainant shall be informed of the findings and conclusions of the ICC by email.

4.11 Implementation

If the allegation is proven and depending upon the gravity of the offence, the ICC may make any of the following recommendations in its Report which will be in consonance with this Policy:

- (i) Direct the Accused to provide a written apology to the Complainant clearly indicating that such behaviour will not be repeated and that no retaliatory steps will be taken by him/others on his behalf against the Complainant;
- (ii) Warning, reprimand, or censure of the accused;
- (iii) Withholding of promotion, pay rise, or increments of the accused;
- (iv) Terminating the accused from services;
- (v) Transfer the accused, or if complainant desires, transfer the complainant;
- (vi) Make accused undergo a counselling session;
- (vii) Make accused carry out community services;

The aforesaid recommendations are illustrative and not exhaustive and the ICC may make such other recommendations as it may deem fit.

4.12 False / malicious complaint

If the ICC arrives at the conclusion after due inquiry in accordance with this Policy, that the Complaint is malicious or the Complainant has made the Complaint knowing it to be false or the Complainant has produced any forged or misleading document, the same will be deemed to be inappropriate conduct/misconduct in terms of IJCP Policy and the ICC may recommend to IJCP to take action against.

It is clarified that a mere inability to substantiate a Complaint or provide adequate proof will not attract action against a Complainant under this clause.

4.13 False evidence by witness

If the ICC arrives at the conclusion that during the inquiry in accordance with this Policy, a witness has given false evidence or has produced any forged or misleading document, the ICC may recommend to IJCP that the same will be deemed to be inappropriate conduct/misconduct in terms of IJCP Policy and IJCP may take action against the witness in accordance with appropriate Policy as may be applicable to the witness.

4.14 Action

IJCP will act upon the recommendations of the Enquiry Committee within 60 working days of its receipt of the recommendations.

For the avoidance of doubt, it is hereby clarified that any finding of the ICC that an act of Sexual Harassment has been committed by any employee shall automatically be deemed to be inappropriate conduct / misconduct and contrary to IJCP Policy. Notwithstanding anything contained in any other IJCP Policy or employment contract with any employee, IJCP has the right to take appropriate action against any employee for any violation of this Policy which may extend to forthwith termination of employment without the need to provide any notice or payment in lieu of notice. Any termination of employment as above shall be deemed to be termination for 'cause' by the employer.

4.15 Confidentiality

All matters handled under this Policy are strictly confidential and shall not be published, communicated or made known to the public, press and media in any manner. Information may be disseminated regarding the justice secured to any proven Complainant without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the complainant and witnesses.

Where any person entrusted with the duty to handle or deal with the Complaint, enquiry or any recommendations or action to be taken under the provisions of this Policy and/or applicable law contravenes the provisions of this clause, he/she shall be liable for disciplinary action in accordance with IJCP Policy.

4.16 Criminal Proceedings

Where the conduct of an employee amounts to a specific offence as mentioned in

Section 294 (Obscene acts and songs), Section 354 (Assault or criminal force to woman with intent to outrage her modesty) Section 354A (Sexual Harassment), Section 354B (Assault or use of criminal force to women with intent to disrobe), Section 354C (Voyeurism), Section 354D (Stalking), Section 370 (Trafficking), Section 376 (Rape), Section 376A (Rape resulting in persistent vegetative state), Section 376C (Sexual intercourse by a person in authority), Section 376D (Gang Rape), Section 376E (Repeated offender), Section 503 (Criminal Intimidation), Section 509 (Word, gesture or act intended to insult the modesty of woman), or any other provision of the IPC, or under any other law, IJCP shall initiate appropriate action in accordance with such law by making a complaint with the appropriate authority. IJCP shall also provide assistance to a woman Complainant if she chooses to file a complaint in relation to the offence under the IPC or any other extant law.

4.17 Preventive Steps

IJCP shall undertake the following preventive measures to ensure that Sexual Harassment does not occur:

- (a) Providing a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) Providing a copy of the Policy to all the employees and communicating the process of reporting Sexual Harassment to all the employees;
- (d) Sensitizing the employees and providing training related to Sexual Harassment issues to its employees; and
- (e) Displaying at any conspicuous place in the workplace the penal consequences of Sexual Harassment.

4.18 Miscellaneous

IJCP shall in consultation with the ICC periodically review the provisions of this Policy and its implementation (taking into account practical problems, if any, faced by the ICC and/or IJCP in the implementation of this Policy). IJCP reserves the right to amend the provisions of this Policy, from time to time, as it deems fit, subject to applicable law.

ANNEXURE - 1

INTERNAL COMPLAINT COMMITTEE

Sr. No	Name	Role	Designation	Contact No.	Email id
1.	Ms. Anupam Sanghi	External Member	Advocate		
2.	Mr. Nilesh Aggarwal	Internal Committee Member	Director	9818421222	nileshaggarwal@ijcpgroup.com
3.	Mr Pranay	Internal Committee Member	Finance Head	9971994512	accounts@ijcp.com
4.	Ms tanuja	Presiding Officer	Editorial Head	9811887612	ijcp12@gmail.com
5.	Ms paromita	Internal Committee Member	Account Director	9650431542	paromita.s@talkingpointcommunications.com