

Department – HUMAN RESOURCE	Ref No – GLLFL/HR-POLICIES/2019 – 2020-0010 08 March 2019
Policy Name	SEXUAL HARASSMENT POLICY
<p>1. Introduction</p> <p>This policy defines the detailed guidelines, so as to ensure that there is no Sexual harassment at our workplace, also in pursuant to Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.</p> <p>2. Guidelines</p> <p>Applicable to all employees and visitors, men and women, at Golden Legand Leasing and Finance Limited.</p> <p>We are totally committed to ensure that there is no sexual harassment at our workplace which includes all the Offices having our employees under GLLFL in Mumbai and Jaipur. A committee comprising of the AM-HR and at least two women members total in the Committee is constituted. Any employee who feels discriminated/ sexually harassed is advised to report the matter in writing to the committee. An enquiry shall be conducted by the committee against the same within a week.</p> <p>If it is found that, even to the extent of preponderance of probability, that the complaint is correct, severe action shall be taken and initiated against the erring employee.</p> <p>We have the intention to show our zero tolerance towards any sort of harassment caused to the employees.</p> <p>3. Exceptions/Amendments:</p> <p>The Committee once formed and announced is subject to reconstitute as and when Management requires.</p> <p>4. Complaint Withdrawal.</p> <p>The complainant may withdraw her complaint in writing at any time during the inquiry procedure. However, the Committee must ascertain the reasons for withdrawal of the complaint and record the same in writing and get it counter-signed by the complainant.</p> <p>5. Disqualification:</p> <p>No person shall be appointed or continue to be a member of the Committee, if he/she is:</p> <ol style="list-style-type: none"> i. Lunatic or a person of unsound mind; ii. Convicted for an offence involving moral turpitude; iii. Involved in a misconduct amounting to immoral trafficking; iv. Convicted in any criminal offence/s; v. Facing any inquiry relating to sexual harassment or found guilty of sexual harassment; punished for any misbehaviour or misconduct. 	

6. Details to the Above:

6.1 Internal Complaints Committee Comprises:

1. Rinky Karmakar
2. Mrudul Singh
3. Divya Kushwah

The Committee is determined to categorize complaints which shall be covered under the policy and resolved by the committee.

The following points shall be taken into consideration with the member:

- In pursuance to the Management
- Sexual Harassment
- Job safety and Security

6.2 Policy of Internal Complaint Committee:

Mrs. Mrudul Singh has formulated the policy under the review of Management of the Company

6.3 Awareness among the employee:

All the employees working with the Company at Mumbai and Jaipur Office have been intimated about the formation of the Policy and Committees for the same to be approached. Further the contact details of the concerned persons to be approached is also been provided.

6.4 Confidentiality & redressal of Complaints:

The Complaint received shall be kept confidential. Necessary actions shall be taken, on proper investigation of the complaint and on the accused.

All the Employees on facing any issues shall contact the member of the Committee either personally or in writing, without hesitation:

Name of the Member	Designation	Email-ID
Mrudul Singh	Assistant Manager HR	hr@gllfl.com
Divya Kushwaha	Director of the Company	divya@gllfl.com
Rinky Karmakar	Manager – Administration	contact@gllfl.com

6.5 Subsequent Meeting:

The committee shall hold the meeting as and when the Complaint is received by the Committee and also to discuss, review and suggest the preventive measures to safeguard the interest of the employees, visitors and clients entering the premises of the Organization.

As per the Supreme Court of India Directive, it is mandatory to ensure safety of women at workplace.
