

LUMINA DATAMATICS LIMITED
ANTI-SEXUAL HARASSMENT POLICY

Title	Anti-Sexual Harassment Policy		
Department	Human Resource	Version	2.0
Date of Effect	January 1, 2015	Revised on	October 28, 2022

Applicability: All employees of Lumina Datamatics Services Limited

Summary: The policy aims at deploying an effective sexual harassment complaint resolution mechanism. This policy defines the unaccepted social interactions & provides a resolution mechanism through a robust framework in order to prevent sexual harassment at workplace.

1. Objective:

- The Lumina is committed to ensuring a healthy, safe & secure, dignified and equitable work environment for every employee and therefore has zero tolerance to sexual harassment.
- The policy aims at deploying an effective sexual harassment complaint resolution mechanism.
- This policy defines the unaccepted social interactions & provides a resolution mechanism through a robust framework in order to prevent sexual harassment at workplace.

2. Applicability of the Policy:

This policy applies to all employees who are employed in permanent or temporary, probationary, part time or working as a consultant or on a voluntary basis or engaged through an agent or contractor with Lumina Datamatics Limited.

3. Scope:

This policy would extend to all employees in every location and is deemed to be incorporated in the service conditions of all employee and comes into effect immediately. The possible locations could be:

- (i) Any of the business locations of the company; or
- (ii) Any external location visited by an employee due to or during the course of employment with the Company, such as business locations of other organizations/entities, guest houses, hotels etc. or
- (iii) Any mode of transport provided by the company (or a representative of the Company) to an Employee for undertaking a journey to and from the locations mentioned above.
- (iv) The definitions (i) – (iii) are together referred to as “Premises”.

4. Definition:

A Sexual harassment is an unwelcome sexual advance or conduct that creates an intimidating, hostile or offensive working environment for all employees. The harassment may be by, any employee either individually or in the association with other employees or person whether directly or by implication, to the opposite gender. It may include the following but not limited to:

(i) Physical Harassment:

- Deliberate physical contact and advances, internal touching, pinching, grabbing, brushing against another's body.
- Sexual assault or molestation.
- Cornering, trapping or blocking a person's pathway.
- Staring at another's body and/or sexually suggested gesturing.
- Any physical conduct which is unwarranted.

(ii) Verbal Harassment:

Verbal harassment could be direct or through media like telephone.

- Gender based insults or sexist remark.
- A demand or request for sexual favors.
- Sexually colored remark such as:
 - i. Making sexually suggestive comments, threats, slurs, sexual propositions
 - ii. Inquiries into one's sexual experiences and/or discussion of one's sexual activities
 - iii. Sexual jokes or teasing
 - iv. In direct remarks and/or off- color remarks
 - v. Comments about how someone looks especially about parts of body
 - vi. Catcalls and whistles
 - vii. Suggestive or insulting sounds.

(iii) Written or graphic harassment:

- a. Showing pornography or forwarding emails with pornographic content.
- b. Unwelcome messages with sexual overtones / harassment via e- mail SMS or any other chat and other media.
- c. Unwelcome visual displays through e-mail, letters and notes including pinups, cartoons, graffiti, computer programs and catalogues of sexual nature.

(iv) **“Quid pro quo”, sexual harassment:**

In the work context, a behavior in which a victim is made to submit to sexual favors or advances over promises related to employment such as hiring, work conditions, job changes, promotions, compensation increases, nomination for training programs/ seminars and any other opportunities for career development is also under the scope of sexual harassment.

- A. **Victim:** With respect to a workplace, a woman, of any age, whether employed or not with the organization, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary or a visitor.
- B. **Employer:** A person responsible & accountable for supervision, management, and control of the workplace as mentioned above in point no. 3
- C. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for Remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied and includes, a contract worker, probationer, apprentice, trainee or by any other such name.
- D. **Respondent:** A person against whom a complaint of sexual harassment has been raised by the victim or an aggrieved woman.

5. Prevention of sexual harassment:

(i) **Responsibilities of a Manager or Supervisor:**

Managers and supervisors are responsible for communicating this policy to all their employees on regular basis and ensure preventive actions are taken whenever necessary.

(ii) **Creating Awareness:**

Managers/HR is required to discuss the policy at appropriate forums and make sure that all employees and supervisory staff are aware of what action to take if harassment occurs. Managers/ HR must also set the appropriate standard of conduct through their own behaviors.

HR would also be responsible for conducting in-house gender training on sexual harassment and addressing complaints members of Internal Complaints Committee (ICC).

(iii) **When approached by an employee with a complaint:**

Managers must be supportive and explain what options are available and how to contact ICC. Managers should also find out how the employee prefers to deal with situation and address any concerns the employee may have about filing a formal complaint. Finally, Managers must keep a confidential record of all pertinent

information.

Any employee who has experienced sexual harassment will report the incident to the HR or his / her supervisor or the ICC without any fear of reprisal. Delay in reporting makes it more difficult to establish the facts of a case and may lead to repetition or offensive behavior. All those involved are guaranteed a fair and impartial hearing.

6. Confidentiality:

Cases that involve allegations of sexual harassment are especially sensitive and special attention will be given to the issue of privacy for all individuals. Information will be released only on need-to-know basis.

7. Sexual Harassment Resolution Mechanism

A. Redressal Instrument:

If the complainant warrants a formal intervention, the complainant needs to lodge a written complaint, which shall be followed by a redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint will be recorded in writing by the receiver of the complaint and signatures of the complainant will be obtained.

B. Guidelines for the victim to lodge a complaint:

- Confront the offender if you are comfortable doing so and thereafter
- Document everything that takes place
 - (i) Record date, time and place of incidence.
 - (ii) Collect copies of e- mails, chat transcripts, other notes and SMS, if there are any actions that are on paper.
 - (iii) Raise the issue directly with the Presiding Officer or any Member of the ICC.
 - (iv) Complaint must be lodged within 3 months from the date of incident/ last incident.
 - (v) If complainant is unable to lodge the complaint in account of his/her incapacity, his/ her legal heir, relative or friend - co- worker - any person having the knowledge of the incident do so on his/ her behalf, with his/ her written consent. If the initial complaint is made to a person other than an ICC member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the ICC immediately.

C. Internal Complaints Committee (ICC):

Presiding officer	Women employed at a senior level at the workplace from amongst the employees.
Minimum members	Four members
External member	From an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment
Quorum	3 members is required to be present for the proceedings to take place and a majority of them shall be women.

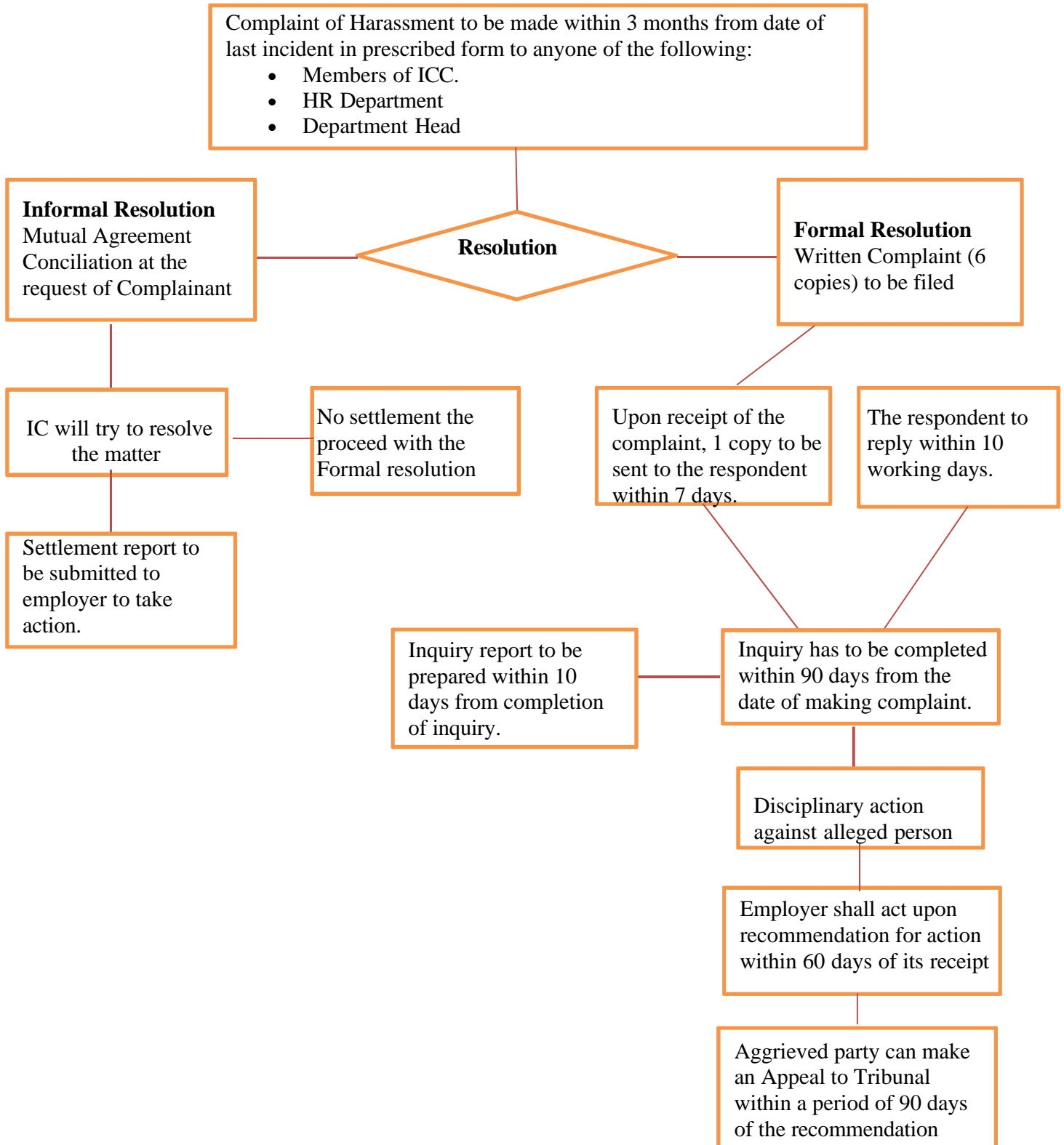
- Not less than half of the IC Members shall be women
- The term of the IC Members shall not exceed 3 years from appointment.
- A minimum of 3 Members of the IC including the Presiding Officer are to be present for conducting the inquiry.

D. Complaints Investigation:

The committee shall investigate complaints received from all their units of the company. As soon as a complaint is received about sexual harassment from any source, the chairperson shall convene a meeting of the committee within **three working days** and brief the members about the details of the compliant.

- (i) The committee shall find out whether the allegations made in the compliant fall in the category of sexual harassment or not.
- (ii) Once the committee comes to the conclusion that the complaint falls within its preview. It shall brief department head/ superior of the employee concerned against whom a compliant is made as well as department head/ superior of the compliant.
- (iii) The committee shall call the compliant and enquire about details of the charges leveled.
- (iv) Inquiry will be based on Principles of Natural Justice.
- (v) Thereafter the committee shall call the employee against whom complaints has been made record his/her statement in presence of the complaint. The Committee shall give opportunity to compliant as well as employee concerned to adduce evidence in support of their claim.
- (vi) Once, the evidence of the employee as well as the compliant is recorded, the Committee shall discuss the same jointly and comes to a conclusion whether employee concerned is guilty or not.
- (vii) The entire procedure of the enquiry shall be completed within ninety (90) days from the date of receipt of the compliant.
- (viii) The committee shall submit its report in writing jointly signed by all members within ten (10) days from completion of inquiry
- (ix) Upon request of the complainant, or witness, the management of company on recommendation of the ICC may decide to take interim measures such as transfer, changing of shift, grant of leave etc. to protect against victimization or distress during or subsequent to the course of inquiry, pending the final decision.
- (x) ICC will submit its report to management of the company who in turn in will decide appropriate action against those found guilty of sexual harassment as well of those found guilty of false allegations in the inquiry report.
- (xi) Action decided against the guilty will commensurate with the gravity of misconduct and in extreme cases employment contract may be terminated.

Timelines to be followed by the Company on the receipt of the Complaint.



E. Complaint Review:

- (i) The ICC shall meet once a quarter for review of the complaints received and investigation completed.
- (ii) An annual report on instances of sexual harassment will be presented to the HR committee by ICC.

8. Frivolous or False Charges

This policy shall not be misused to bring frivolous or malicious charges against fellow colleagues. Strict disciplinary action shall be taken against any person bringing a charge of harassment in bad faith. This may cause disciplinary actions including but not limited to a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments or any component of the remuneration, terminating the respondent from service or undergoing a counseling session or carrying out community service.

9. Caveat:

- The proceedings under this policy shall not be stalled or postponed merely because the complaint is proceeding against the accused under any other provisions of law.
- The provisions of this policy shall not restrict the Management or the complainant to proceed against the alleged offender for pursuing any other legal remedies.

10. Disclaimer

- This policy outlines the spirit behind the company's approach in bringing absolute transparency in communications as regards its policies. Therefore, personnel covered by this policy are expected to respect the rules and standard procedures governing this policy. Where circumstances are abnormal or situations not anticipated or defined in this policy arise, such matters should be referred to the HR Department for resolution in a matter that is consistent with the whole aim and spirit of this policy.
- Deviation to this policy in any form will not be entertained and will be viewed seriously.
- This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The company reserves the right to add to, alter to, amend or cancel this policy at its discretion.

Approved by
For and on behalf of Board of Directors

Sd/-
Sameer Kanodia
Managing Director & CEO

Lumina Datamatics Limited

Annexure –A

Anti-Sexual Harassment Policy Internal Complaints Committee

Lumina Datamatics, Mumbai

Name	Designation	Contact No.	Email ID
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