

# Prevention of Sexual Harassment

## 1.0 Spirit and Objective of the Policy

- 1.1 Amara Raja Group is committed to create a healthy and invigorating working environment for all people. This policy is specifically focused to women working in/for any companies in Amara Raja Group, to enable them work without fear of prejudice, gender bias and sexual harassment.
- 1.2

The objective of this policy is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

## 2.0 Effective Date and Scope

- 2.1 The policy comes into force with immediate effect
- 2.2 This policy applies to all women whether employed or not, at any of the work place/premises of any of the companies in the Amara Raja Group

## 3.0 Effective Date and Scope

- 3.1 **Sexual Harassment:** includes any one or more of the following unwelcome acts or behavior (whether directly or indirectly) namely:-
  - a) physical contact and advances; or
  - b) a demand or request for sexual favours; or
  - c) making sexually colored remarks ; or
  - d) showing pornography; or
  - e) any other unwelcome physical, verbal, non-verbal conduct of sexual nature;

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual

  - f) implied or explicit promise of preferential treatment in her employment; or
  - g) implied or explicit threat of detrimental treatment in her employment; or
  - h) implied or explicit threat about her present or future employment status; or
  - i) interferes with her work or creating an intimidating or offensive or hostile work environment for her; or
  - j) humiliating treatment likely to affect her health or safety.
- 3.2 **Aggrieved woman:** "Aggrieved woman" means any woman working for Amara Raja Group on the rolls of the Company or not, including those on deputation, ARTS, Contract, Part time or working as Consultants.
- 3.3 **Chairperson:** "Chairperson" means who is heading the Internal Complaints Committee.
- 3.4 **Complaint** "Complaint" means a written statement disclosing identity of Complainant and Alleged with narration of the incident on sexual harassment duly signed by the Complainant.
- 3.5 **Local Support Representative (LSR):** A representative from each location who will help in smooth execution of PPSH, extend necessary support to female aggrieved employee and to ensure that the complaints will be genuine.

## 4.0 Constitution of Internal Complaints Committee (ICC)

- 4.1 An Internal Complaints Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment which is shown in Annexure - I. The Committee constitutes Eight members:
  - a) Mrs. Sridevi. G , Deputy Manager - Talent Acquisition , ARBL- HR & Admin-COM as Presiding Officer
  - b) Dr.Ramadevi Gourineni - Managing Director - Amara Hospitals, ARIPL
  - c) Mrs. Roopa. G, Asst. Manager - Maintenance, ARBL
  - d) Mrs. Bhuvanewari. G, Asst. Officer - Finance & Accounts, MIL
  - e) Mrs. Indumathi. C, Deputy Manager - Tendering ,ARPSL
  - f) Mrs. Vanitha. R, Deputy Manager - Items Procurement, AREL
  - g) Mr. Andrew Jayakumar Head - Shared Services (HR & Admin.), ARBL-COM
  - h) Mrs. Sasi Bindu, External ICC Member, RAVANDS, Puthalapattu
- 4.2 A Local Support Representative (LSR) is available at each location and the details of the LSRs are available with respective Business HR team, Shared Services and on "AR Engage".

## 5.0 Process of Complaint Handling:

- 5.1 Any aggrieved woman who feels and is being sexually harassed directly or indirectly may send a complaint as per Annexure - II in a sealed cover narrating the alleged incident in writing with her signature within 10 days of occurrence of incident to the Chairperson / any member of the ICC as prescribed in Annexure - I.
- 5.2 Within fifteen days, the Committee members shall hold a meeting with the Complainant and shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate her complaint.
- 5.3 Thereafter, within ten days of discussion with the complainant, the committee shall hold a dialogue with the alleged for further clarification on the complaint.
- 5.4 Subsequently, the Complainant and the Alleged are called upon for the process of conciliation to settle the issue at mutual consensus.
- 5.5 In the case of disagreement in the Conciliation process, an "Enquiry" shall be conducted and concluded by the Committee in the laid-down process.
- 5.6 It is left to the discretion of the ICC to cross-examine the Complainant and the Alleged.
- 5.7 If the Complainant or the person, against whom complaint is made, desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.
- 5.8 The Committee shall call upon all witnesses mentioned by both the parties.
- 5.9 The Committee shall provide every reasonable opportunity to the Complainant and Alleged, for putting forward and defending their respective case.
- 5.10 The ICC shall hold discussions with concerned parties and share their findings and recommendations to the Management (Group Chairman / Vice Chairman and President - Group HR) within 40 days from the closing of discussion with the alleged. (Within Seventy five days from the date of receipt of complaint).
- 5.11 The recommendations of the committee shall be treated as an enquiry report on the basis of which an erring employee will be awarded an appropriate punishment within 90 days from the date of receipt of Complaint and in line with Certified/Model Standing Orders / Service Rules of the Company.
- 5.12 The probable punishment will be Censure, Warning, Fine, Suspension, Dismissal or any other punishment proposed basing on the severity of the incident.

## 6.0 General Conditions

- 6.1 The Complainant and the alleged shall work for Amara Raja only.
- 6.2 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- 6.3 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.
- 6.4 The Committee shall keep complete and accurate documentation of the complaint, its investigation and the decision thereof. The incident would be documented in both the complainant's and the alleged's files with the full report of the Complaints Committee.
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## 7.0 Expected Behaviors and Cultural Impact

- 7.1 The Policy aims at facilitating speedy and transparent resolution of grievances pertaining to Sexual Harassment of Women at workplace.
- 7.2 The respective members of Internal Complaints Committee are expected to resolve the grievances in an amicable settlement preferably in conciliation manner.

## 8.0 General Information

- 8.1 In case of any question arises to the interpretation of the scheme or any clauses thereof or as to any rights or obligations arising from the policy, the decision of the President- Group HR shall be final and binding.
- 8.2 The Management reserves the right to withdraw, amend, alter or modify the policy at any point of time.

## Annexure – I

(As per policy clause 4.1)

Internal Complaints Committee Members and their Addresses

### Mrs. Sridevi. G.

Deputy Manager - Talent Acquisition, Amara Raja Batteries Limited, Karakambadi - 517 520, Tirupati, Chittoor Dist, A.P  
Ph: 0877 - 2265000 Extn:7392

### Dr.Ramadevi Gourineni

Managing Director - Amara Hospitals Amara Raja Infra Private Limited Karakambadi - 517 520, Tirupati Chittoor Dist A.P

### Mrs. Roopa. G,

Asst. Manager - Maintenance Amara Raja Batteries Limited, Nunegundlapalli (V) Bangarupalyam(M) Chittoor District, AP - 517 416  
PH No: 08572-280100, Ext : 8141

### Mrs. Bhuvanewari. G

Asst. Officer - Finance & Accounts Mangal Industries Limited<br> Petamitta(V), Thalapulapalli(P)<br> Puthalapattu (M) Chittoor (Dt) , AP - 517 124  
Ph: 08572-271172- 1031

### Mrs. Indumathi. C

Deputy Manager - Tendering Amara Raja Power Systems Limited 1-18/1/AMR/NR, Nanakramguda Gachibowli, Hyderabad - 500 032  
Ph: 40 -23139000 Extn: 9233

### Mrs. Vanitha. R

Deputy Manager - Items Procurement Amara Raja Electronics Limited Diguvamagham (Village & Post) Thavanampalli (Mandal) Chittoor District, AP - 517 129  
Ph: 08573- 244000 Ext : 6035

### Mr. Andrew Jayakumar,

Head - Shared Services (HR &A) Amara Raja Batteries Limited, Karakambadi - 517 520, Tirupati Chittoor Dist A.P  
Ph: 0877 - 2265000 Extn: 7272

### Mrs. Indumathi. C

Director - RAVANDS Vajjireddy Palle Puthalapattu(M) Chittoor Dist. A.P  
Ph : 9948598555

## Annexure – II

(As per policy clause 5.1)

Location Support Representative (LSR) under policy on Prevention of Sexual Harassment (PPSH) reconstituted on 14-Feb-2017

 Complaint letter

Annexure-II (As per Policy clause 4.2)				
4.2 A Location Support Representative (LSR) is available at each location and of the LSRs are available with respective Business HR team, Shared and in " AR engage" which is shown in Annexure-II				
Location Support Representatives (LSR's)	Name	Designation	Location	Dept
	Charitha. B	LSR	Diguvamagham	Engineering
	Aruna. K	LSR	Head Office	ERP - Transformation
	Umarani.E	LSR	Petamitta	Projects
	Sirigala Mohana Lakshmi	LSR	Tenepalli	Quality Assurance
	Kavitha. W	LSR	Bnaglore	Quality Assurance
	Saranya C	LSR	Chennai	Group EXIM
	Sheeba	LSR	Coimbatore	Finance & Accounts
	Madhavi. A	LSR	Hyderabad	Finance & Accounts
	Usha	LSR	Mumbai	Admistrations
	Diksha Singh	LSR	Delhi	Marketing - OEM