

GOLDCREST CORPORATION LIMITED

Policy on Prevention of Sexual Harassment at Workplace

PURPOSE

Goldcrest Corporation Limited (hereinafter referred to as “the Company”), is committed to provide a safe and conducive work environment for all its employees.

Every employee has the Right to be free from Sexual Harassment and has the Right to Work in an environment free from any form of Sexual Harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Towards this it is essential that each employee deals with their colleagues and third parties with complete fairness and respect and realizes that his/her behaviour will be attributed to the company and can affect its reputation. Under corporate compliance, harassment of any kind including sexual harassment is forbidden. Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behaviour to be normal or acceptable and regardless of whether the harassed person has the opportunity to avoid the harassment. Goldcrest Corporation Limited is committed to provide a work environment free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work. Sexual harassment results in the violation of fundamental rights of a man and / or woman to equality, right to life and to live with dignity as provided under the Constitution of India.

The policy on Prevention of Sexual Harassment at Workplace (“Policy”) has been formed to prohibit, prevent or deter the occurrence of acts of sexual harassment at the workplace and to put in place a framework for the redressal of complaints pertaining to sexual harassment.

APPLICABILITY & SCOPE

This Policy is applicable to all employees of Goldcrest Corporation Limited, including contractor, probationer, trainee or apprentice. An alleged act of sexual harassment, whether the incident has occurred during or beyond office hours, as long as it has occurred within the Company’s premises is within the scope of this policy. This Policy has been formed to align itself with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (hereinafter referred to as “the Act”) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Rules, 2013 (hereinafter referred to as “the Rules”).

DEFINITIONS

Some of the important terms used in this Policy shall have the following meaning which is aligned as per the Act and reproduced below.

1. **Workplace** – Workplace means all branch offices, corporate office and registered offices of Goldcrest Corporation Limited.

2. **Complaint** – means a complaint of Sexual Harassment lodged with the Internal Complaint Committee.
3. **Complainant** – means an aggrieved man / woman who lodges a Complaint with the Internal Complaint Committee.
4. **Employee** – Employee includes a person employed at a workplace for any work on regular, temporary, probationer, trainee, ad hoc, daily wage basis, including through a contractor and also includes an apprentice.
5. **Sexual Harassment** – Sexual harassment includes the following unwelcome acts or behavior (whether directly or by implication) namely:--
 - (a) physical contact and advances; or
 - (b) a demand or request for sexual favours; or
 - (c) making sexually coloured remarks; or
 - (d) showing pornography; or
 - (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
6. **Aggrieved Man / Woman** – Aggrieved Man / Woman in relation to a workplace means a man / woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
7. **Internal Complaints Committee (ICC)** – means the Internal Committee (IC) constituted by the Company in accordance with the provisions of the Act for redressal of a Complaint;
8. **Respondent** – means a person against whom a Complaint is made by an Aggrieved Man / Woman.

RESPONSIBILITIES

All individuals must follow this Policy and the Internal Complaint Committee members shall coordinate for effective implementation of this Policy.

POLICY FRAMEWORK

None of the employees of the Company shall indulge into any activities at the workplace involving sexual harassment whether directly or indirectly in any manner and under any mode whatsoever.

As defined under Section 2(n) of the Act, Sexual Harassment includes such unwelcome sexually determined behavior, such as physical contact and advances, sexually colored remarks, showing pornography and sexual demands whether through words, gestures or

actions. Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage him/her in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Sexual harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace. Sexual harassment cases can be classified into two categories - quid pro quo and creation of a hostile working environment.

- (a) **Under the quid pro quo** (meaning this for that) form of harassment, a person or authority, usually the superior of the victim, demands sexual favours for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met.

- (b) **A hostile work environment** arises when a co-employee or supervisor creates a work environment through verbal or physical conduct that interferes with another co-employee's job performance or creates a workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity. For example an employee tells offensive jokes. No person shall be under pressure to indulge under instructions from superior/s in the case of sexual harassment of co-employees.

However, an employee who is sexually harassed can complain about the same even if there is no adverse job consequence.

If any employee is being harassed:

- (a) Inform the accused that his / her behaviour is unwelcome and ask him/her to stop.

- (b) Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, however, a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately.

- (c) File a complaint as soon as possible. If, after asking the accused to stop his / her behaviour, the harassment continues, report the abuse to the Internal Complaint Committee formed for this purpose.

Internal Complaints Committee:

The Company has instituted a Internal Complaint Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints. Until further notice, the Internal Complaint Committee will comprise of the following members out of which at least two members will be of each gender i.e 2 men and 2 women:

The Name of the Members of the Internal Complaints Committee is as follows:

NAME	DESIGNATION	CONTACT
Anupa Tanna Shah	Presiding Officer	anupa@goldcrestgroup.com
Manish Surji Chheda	Member	manish@goldcrestgroup.com
Yogesh Raja	Member	yogesh@goldcrestgroup.com
Namrata Tanna	Member	namrata.tanna@gmail.com

The Internal Complaint Committee is responsible for:

- Investigating every formal written complaint of sexual harassment.
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- Discouraging and preventing employment-related sexual harassment.

Inquiry Process:

- The Committee shall immediately proceed with the Inquiry and communicate the same to the Complainant and person against whom the complaint is made. The venue of the Inquiry shall take into consideration the convenience and security of the complainant.
- The concerned employee shall give his/her complaint in writing to the member of the Committee giving details of the incident within a week of its occurrence.
- Once the Complaint is received, the identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Committee.
- The person accused will be informed that a Complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
- The Committee shall ensure that a fair and just investigation is undertaken immediately.
- Both the Complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- The Complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 90 days of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will undergo the disciplinary actions as prescribed in this policy.
- Decision of the Internal Complaints Committee shall be final and binding on the employees concerned.

Disciplinary Action:

The Committee shall on completion of the enquiry provide a report of its findings within 10 days from the date of completion of the enquiry and such report shall be made available to the concerned parties.

If the allegation against the respondent has not been proved, the Committee may recommend that no action needs to be taken in the matter.

If the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to:

- a. take action for sexual harassment as a misconduct.
- b. tender written apology to the complainant, issue warning, withholding of promotions, withholding of pay rise or increments; termination of service of the respondent.
- c. deduct from salary / wages of the respondent or issue direction for payment; such sum as it may consider appropriate to be paid to the Aggrieved Man / Woman or to their legal heirs, as it may deem fit.
- d. Change of work assignment / transfer for either the perpetrator or the victim.
- e. Such action will be taken within 60 days of the receipt of report.

This action shall be in addition to any legal recourse sought by the Complainant.

Confidentiality:

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

Protection against retaliation:

Regardless of the outcome of the Complaint made in good faith, the employee lodging the Complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with Complaints of sexual harassment, the Committee shall ensure that the Complainant or the witness are not victimized or discriminated again by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the Complainant while the investigation is in progress should be reported by the Complainant to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

Documentation:

The Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant's and the accused's files with the full report of the Complaints Committee.

Dissemination of the Policy:

A copy of this Policy shall be given to all employees and to all new joiners and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy.

Complaints made with a malicious intent:

This Policy has been evolved as a tool to ensure that in the interest of justice and fair play, the Company's employees have a forum to approach in the event of instances of sexual harassment. However, if upon conclusion of the investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual/tarnishing his/her image in the company and to settle personal/professional scores, strict action may be taken against the complainant. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under various laws for the time being in force.

Modifications:

This Policy is subject to modification and will be revised accordingly. Any amendment or waiver of any provision of this Code must be approved in writing by the Company's Board of Directors, or such other committee as may be decided, and promptly disclosed on the Company's website and in applicable regulatory filings pursuant to applicable laws and regulations, together with details about the nature of the amendment or waiver.

Conclusion

In conclusion, the Company reiterates its commitment to providing its employees a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

