



eCentricHR

A ParadigmIT Company

HARASSMENT POLICY

Applicable	eCentric Solutions eCentricHR Mtuity Paradigm Infotech
Sign-off	Business Leads
Release date:	08.02.2016
Effective date:	01.02.2016
Next review date:	31.07.2016

All reported incidents will be investigated with an effort to keep the source of the report confidential except where the company finds disclosure is necessary for resolution. Where inappropriate conduct has occurred, specific disciplinary actions, up to and including discharge where appropriate, will be implemented. Any employee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.

➤ **OBJECTIVE:**

- To develop a clear understanding of each employee's responsibility for maintaining a harassment-free work environment and communicate the internal resolution process in the event of a reported incident.
- To maintain a healthy, safe and productive work environment which is free from discrimination or harassment based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or other factors those are unrelated to business interests.

➤ **Applicability:**

The harassment policy with regard to Prevention, Prohibition and Redressal of harassment covers every "employee" across the company.

➤ **Harassment Definition and Actions:**

For the purpose of this policy, harassment is defined as unwelcome comments (written or spoken) or conducts which

- Violates an individual's dignity.
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Racial harassment and harassment relating to disability are now considered to be examples of direct discrimination.
- Sexual harassment is a form of harassment that consists of making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical acts of sexual or sex-based nature where such conduct interferes with the employee's work performance or creating an intimidating hostile or offensive working environment.
- Sexual harassment includes any such unwelcome sexually determined behavior (whether directly or by implication) as:
 - i. Physical contact and advances.
 - ii. A demand or request for sexual favors, or making sexually colored remarks;
 - iii. Staring for prolonged period of time.
 - iv. Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings.

- v. Implied or explicit promise of preferential treatment in their employment.
 - vi. Implied or explicit threat of detrimental treatment in their employment.
 - vii. Implied or explicit threat about their present or future employment status.
 - viii. Interfering with their work or creating an intimidating or offensive or hostile work environment.
 - ix. Humiliating treatment likely to affect the health and safety of the aggrieved person.
 - x. Displaying or electronic transmitting of derogatory, demeaning or hostile materials.
 - xi. Unwillingness to train, evaluate, assist, or work with an employee.
- Sexual harassment may also occur where a Supervisor/Manager demands that an employee/subordinate satisfy sexual demands.
 - “Workplace” includes any department, organization, undertaking, establishment, enterprise institution, and office or branch unit. Any place visited by the employee arising out of or during the course of employment including transportation provided by the company for undertaking such journey.
 - “Retaliation” is any adverse action taken against an individual (applicant or employee) because he or she filed a charge of discrimination, complained about harassment, discrimination on the job, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived discrimination, such as a family member.
 - i. Retaliation against those reporting harassment is prohibited.
 - ii. Anyone suspecting or experiencing retaliation should report to the head of the harassment committee.
 - iii. Anyone feeling that a retaliation complaint did not get a prompt response can contact any leader directly.

➤ **Harassment Types:**

- Sex-related harassment: Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behavior.
- Sexual harassment: Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit material,

intimidating behavior.

- Harassment on grounds of sexual orientation: Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.
- Racial harassment: Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behavior, including threatening gestures.
- Personal harassment: Examples include making fun of personal circumstances or appearances. Bullying: This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behaviour that is intimidating or demeaning.
- Harassment of disabled people: Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.
- Age harassment: Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.
- Stalking: This can be physical or psychological.

➤ **Manager Responsibility:**

- Create and maintain a harassment free environment
- Ensure all complaints are promptly investigated
- Notify the appropriate HR manager whenever you see or hear anything that suggests that any harassment or inappropriate conduct is occurring
- Take appropriate disciplinary and corrective action
- Ensure no retaliation

➤ **Team Leader Responsibility:**

- Help managers maintain a harassment free environment in the workplace
- Notify the department manager or the appropriate HR partner whenever you see or hear anything that suggests that any harassment or inappropriate conduct is occurring
- Set an example of proper workplace behavior
- Should not tolerate harassment or inappropriate conduct

➤ **Employee Responsibility:**

- Be aware of how your conduct may be perceived by others
- Respect co-workers and business associates
- Report harassment to your immediate Manager, Senior Manager, Human Resources
- Should not indulge in any offensive conduct
- Should not tolerate harassment or inappropriate conduct

Internal Complaint Committee (ICC):

<u>Sl No.</u>	<u>Name</u>	<u>Membership</u>
1	Ms. Rachna Reddy	External Committee Member
2	Ms. Padmaja Madhavarapu	Committee Head
3	Ms. Nagasree Pagadala	Member
4	Mr. Vijaya Sagar Varanasi	Member
5	Mr. Praveen Kumar Gollamudi	Member
6	Ms. Kusuma Bottu	Member

➤ **False Accusations:**

- The complaint of sexual harassment made by any employee shall be taken up with utmost seriousness by Company. However, there shall be zero tolerance for any false accusation.
- If the Internal Complaint Committee comes to a conclusion that the allegation was false, or the proof/witness produced was false or forged or misleading, the ICC may recommend action to be taken against the person who has made the complaint, including termination of service.

➤ **Redressal Process & Enquiry:**

- Any aggrieved person or any person authorized on their behalf may make Verbal/Written complaint to the Manager/HR or any person from the ICC giving details of the sexual harassment meted out to her/him within a period of 3 months from the date of incident or from the date of last incident if a series of incidents occurred.
- On receipt of complaint, the ICC along with the Manager if required, shall investigate the case. Additional details shall be asked if required on a case to case basis.
- ICC shall have the right to terminate the enquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause. The Internal Committee must complete its investigation within a period 90 days.
- No legal practitioner shall be allowed for any complaints.

➤ **ACTION:**

- 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 taking action for harassment as misconduct such as:
 - i. To tender written apology to the complainant
 - ii. Issue warning
 - iii. Withhold promotions / increments of the respondent
 - iv. Terminate the Respondent

➤ **Conclusion:**

- Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding will be intimated to the employee.