



**BEML LIMITED
'BEML SOUDHA'
CORPORATE OFFICE
BANGALORE - 560 027**

General Bulletin No. 1282

31st January 2014

Sub : Policy on "The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act 2013"

The policy document as approved by Competent Authority on "The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act 2013" applicable to Executive and Employees working in the Company is appended herewith for information of all concerned.

(2) This issues with the approval of Competent Authority.

(GANESH NATARAJAN)
Executive Director (HR)

Encl : as above



POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

Preamble:

BEML's quest for competitive excellence consists of its commitment to an inclusive approach, lawful and ethical conduct and adhering to the Company's core values viz., transparency, integrity, honesty and respect for people. The Company is an equal opportunity employer and is committed to creating a healthy safe and congenial working environment that enables employees to contribute motivatedly without fear of prejudice, gender bias and sexual harassment.

Towards this endeavour it is essential that each employee deals with their colleagues and third parties with full fairness and respect to protect the reputation of the Company in the public domain. BEML is committed to provide work environment free of sexual harassment as it affects the dignity of both men and women at workplace.

Pursuant to directive of the Ministry based on the decision of Hon'ble Supreme Court of India vide judgment dated 13.08.1997 of Visakha and others, the Complaint Committee has been constituted in BEML. Amendment to CSO/CDA rule has been incorporated vide GB No. 1012 dated 01.03.1999.

Thus, the BEML Policy on "Sexual Harassment of Women at Workplace" is formulated keeping in view the provisions made under "**The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act 2013**" and the Central Rules notified in this regard by the Govt. of India in its Gazette Notification dated 09.12.2013.

Objective:

The objective of the Policy is to;

- (i) Create a harassment free, friendly work environment to all women working in the Company;
- (ii) Enhance equal opportunities for women at the workplace, in line with Gender Equity Policy and Anti-discrimination Policy of the Company, circulated vide IOM no. KH/Gender Equity/495 dt. 10.04.2012
- (iii) Prevent / stop / redress sexual harassment of women at the workplace through gender sensitization of men and women employees; and
- (iv) Address complaints of sexual harassment in a time bound manner.

Scope and coverage:

This Policy shall cover all persons engaged in the Company as defined in Section 2(f) of the Central Act notified for this purpose where in employee means "a person employed at 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 or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name". Any amendment/modifications, as may be notified from time to time, by the Central Government shall be applicable mutatis-mutandis.

The respondent shall be advised to file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period of ten working days from the date of receipt of the documents by him.

The Internal Complaint Committee shall make inquiry into the complaint in accordance with the principles of natural justice and record its daily proceedings.

The Internal Complaint Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause to present her self for three consecutive hearings convened by the Presiding Officer, as the case may be. For such termination or ex-parte decision fifteen days notice in writing to be given in advance to the parties concerned.

The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Internal Complaint Committee.

In conducting the inquiry, a minimum of three Members of the Internal Complaint Committee including the Presiding Officer, as the case may be, shall be present.

Manner of taking action for sexual harassment:

Where the Internal Complaint Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Head of HR of the Complex/Division to take any action against the respondents, as deemed appropriate, under the Certified Standing Orders / Conduct Discipline and Appeal Rules of the Company as applicable to the respondent.

Action for false or malicious complaint or false evidence:

In case the Internal Complaint Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Head of HR of the Complex/Division to take any action against the person(s), as deemed appropriate, under the Certified Standing Orders / Conduct Discipline and Appeal Rules of the Company as applicable to such person(s).

Appeal:

Any person aggrieved from the recommendations made by the Internal Complaint Committee or non-implementation of such recommendations may prefer an appeal to the Regional Labour Commissioner (Central), The Appellate Authority under the Act for redressal of his appeal.

Preparation of annual report:

The annual report as per the enclosed format (**Annexure-B**) shall be prepared and submitted by the Internal Complaint Committee to the respective Head of HR of the Complexes / Divisions.

General:

Any rules / provisions which does not cover under the BEML policy will be governed by "The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act 2013 & Rules 2013" notified by the Govt. of India and as amended from time to time.

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