



Premier Road Carriers Limited
Prevention of Sexual Harassment

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Prevention of Sexual Harassment

Context:

Globally, there is a growing emphasis on organisations' and their workers' social responsibilities. There is a strong emphasis on preserving and enhancing individual dignity. Equally, there is agreement that sexual harassment of women in organisations is a fundamental assault on women's dignity, and that robust measures must be implemented to guarantee that this is prevented and eradicated in all businesses. In India, the Supreme Court established guidelines to be followed in such cases in its Vishakha judgement, which were later integrated into the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013" ('the Act').

Scope:

The policy adheres to the global practise of explaining sexual harassment and is specifically relevant to any occurrence of harassment of women at work or of an employee outside of work, regardless of who was involved in the conduct.

Objective:

The goal of this Policy is to guarantee the following activities are taken with regard to all employees and stakeholders, particularly women:

- Always treat all employees with dignity and respect.
- Not engage in any inappropriate sexual harassment-related activity.
- Avoid using sexual harassment as a strategy to instill oppression or hatred in the workplace.
- Follow the law and the rules (pertaining to sexual harassment) and guarantee that others do the same. Take immediate action in cases of alleged workplace harassment by reporting all such incidents.

Primacy of the Act:

It is expressly stated that the provisions of the Act shall take precedence if there is a conflict with this policy or where any uncertainty or clarification on any aspect of the policy is required.

Definitions:

"Sexual Harassment" encompasses, but is not limited to, any one or more of the following unwanted acts or behaviour (whether directly or indirectly).

- Any unwanted sexually determined behaviour or pattern of conduct that would bring discomfort and/or humiliation to the person directed by the behaviour or conduct, especially.
 - Unwanted sexual approaches, whether verbal, nonverbal, or physical, whether implicit or explicit
 - Touching, stalking, sounds with explicit and/or implicit sexual connotation/overtone, and molestation are all examples of physical contact and approaches.
 - Teasing, voyeurism, innuendos and taunts with an underlying sexual meaning, physical confinement and/or touching against one's will are all examples of sexual harassment.
 - Demand or request for sexual favours
 - Sexually charged statements or sexually charged remarks about a person's clothing or physique
 - Display of images, signs, and other items of a sexual nature/connotation/overtone in the workplace and work-related locations.
 - Making or posting vulgar/indecent/sexual pranks, teasing, jokes, degrading or offensive photographs, cartoons, or other items through email, SMS, MMS, gestures, etc.



- Requesting to socialise repeatedly during off-duty hours or expressing sexual attraction against a person's preferences
- Giving or leaving sexually provocative gifts or things
- Eve teasing, innuendos, and taunts, physical detention against one's will, or any other conduct likely to infringe on one's privacy; persistent surveillance, following, or contacting a person; and
- Any other unwanted sexual physical, verbal, or nonverbal action
- If it occurs or is present in regard to any sexually determined act or behaviour, the following situations constitute sexual harassment:
 - Promise of favourable treatment in employment, implied or explicit
 - The implied or explicit threat of adverse employment treatment
 - Threats about current or future employment status, whether implicit or explicit
 - Interfering with the individual's work or creating an intimidating, offensive, or hostile work environment
 - Embarrassing therapy that may jeopardise health or safety

Aggrieved woman

In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

Complainant:

Any aggrieved woman who files a sexual harassment complaint under this policy.

Respondent:

A person against whom the aggrieved lady has filed a sexual harassment complaint under this policy.

Employee (for the purposes of this act only):

A person employed at the workplace for any work on a 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 express or implied, and includes a coworker, contract worker, probationer, trainee, apprentice, or any other such name.

Special Educator

A Special Educator is someone who has been trained to communicate with persons who have special needs in a way that takes into account their specific peculiarities and requirements.

Workplace

Any buildings, locations, establishments, enterprises, institutions, offices, branches, or units established by the Company, as well as subsidiaries. Locations visited by the Employee as a result of or during the course of employment, including formal events, lodging, and transportation supplied by the employer for the purpose of undertaking a journey

Employer:

The head of any department, organisation, undertaking, establishment, enterprise, institution, office, branch, or unit; in any workplace not covered by the preceding, a person responsible for management, supervision, and control of the workplace.

Policy:



The Premier Road Carriers Limited has a zero tolerance policy for any form of sexual harassment and will take all necessary efforts to investigate and respond to such events.

A Monitoring Committee at the PRCL and Internal Complaint Committees (ICC) at the unit or location level shall be formed for the purposes of such investigation and action.

Whereas the Internal allegations Committee will be in charge of investigating any allegations of sexual harassment, the Monitoring Committee will be in charge of ensuring that an adequate culture that prohibits sex harassment exists.

In the first instance, the ICC will determine if conciliation between the complainant and the accused person is viable. In that circumstances, the ICC will resolve the matter to the Complainant's satisfaction. It may give a suitable warning or take additional action against the accused.

If conciliation is not possible, the ICC shall conduct a thorough investigation based on natural justice principles. If the complaint is proven, suitable disciplinary action will be taken or the investigation will be closed.

If it is discovered during the investigation that a false or malicious complaint was filed on purpose, appropriate action will be taken against the Complainant.

Procedures:

MC Constitution, ICC All committees formed in accordance with this policy will be led by a senior female member of the appropriate leadership team. The majority of members must be female. External representatives can be appointed to the Committee or co-opted in certain circumstances as needed.

At the conclusion of an inquiry, the appropriate ICC must submit a report to the GMC. The GMC has the authority to change the recommended disciplinary action.

Confidentiality

All procedures and related materials under this policy will be kept confidential, and the complainant's identity will not be revealed outside of the proceedings. This policy will be widely distributed and accessible within the organisation.

Document Management Information

Version No.	Version date	Author	Reviewed By	Approved By	Changes
0.0	01.08.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Draft
1.0	12.09.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Initial Document