

6.13 Sexual Harassment Policy

Introduction Gala Precision Engineering Ltd quest for competitive excellence consists of our commitment to lawful and ethical conduct and adhering to Gala Precision Engineering Ltd values. Integrity, honesty and respect for people remain some of our core values.

The company is committed to provide a safe and conducive work environment to its employees and expects them to combine "Expertise with responsibility". Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behaviour will be attributed to the company and can affect its inward and outward reputation.

Under the 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 of whether the harassed person has the opportunity to avoid the harassment.

Gala Precision Engineering Ltd Group guidelines for legal compliance and corporate responsibility emphasize on the above principle.

Gala Precision Engineering Ltd is committed to providing 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.

The Gala Precision Engineering Ltd Prevention of Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

Applicability: This Policy applies to all the employees, workers and trainees (whether in the office premises or outside while on assignment) of the following Gala Precision Engineering Ltd to all Divisions like DSS, CSS and SFS Unit; Where sexual harassment occurs to a Gala Precision Engineering Ltd employee as a result of an act by a third party or outsider while on official duty, Gala Precision Engineering Ltd will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

What is Sexual Harassment?

Sexual Harassment includes such unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, showing pornography and sexual demands whether by 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 them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography;
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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-worker or supervisor creates a work environment through verbal or physical conduct that interferes with another co-worker's job performance or creates the 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 indulge or caused to be indulged under instructions from superior in sexual harassment of co-workers.

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

If you are being harassed, Procedure to be followed:

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

(b) Keep a record of incidents with the committee (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but 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 Complaints Committee formed for this purpose.

(d.) The committee will take necessary action based on the Enquiry conducted.

(e.) The person who-so-ever has complained will be protected under this policy.

Committee: A Complaints Committee has been formed consisting of the following:

Sr. No	Name	Designation
1.	Ms. Yogita Bhor	Chairperson
2.	Ms. Akshata Patil	Member
3.	Mr. Amol Patil	Member
4.	Mr. Tukaram Behere	Member
5.	Mr. S. Giridhar	Member

The Committee will take necessary action and follow the procedure:

1. Dealing with the Complaint
2. Disciplinary Action
3. Confidentiality
4. Protection against retaliation

5. Documentation
6. Dissemination of the Policy
7. Complaints made with a malicious intent

The Above committee members acts on the complaint according to law prescribed under Industrial Employment standing orders Act,1946.