

**POLICY ON SEXUAL HARASSMENT OF WOMEN AT  
WORKPLACE (PREVENTION, PROHIBITION &  
REDRESSAL ACT), 2013**

**RRR Group**

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RRR Insolvency Service Experts LLP

RRR Legal Advisors LLP

RRR Restructuring and Resolution Advisory LLP

## 1. BACK GROUND

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("hereinafter referred as the Act") is an Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. This Policy has been laid down to comply with the requirements of the Act in true spirit, and in case of any doubt in interpretation or applicability of any clause or in case of any conflict situation, the interpretation given to the language of the Act through judicial pronouncements from the time to time through judicial pronouncements or otherwise, shall be preferred.

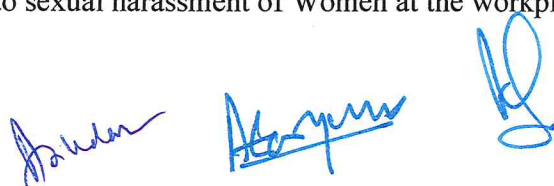
As per the Act, an "Internal Complaints Committee" needs to be constituted along with laid down guidelines for redressal of complaint related to sexual harassment of Women at workplace.

RRR Group ("hereinafter referred as the Employer or the Group") is an equal employment opportunity organisation and is committed of creating a healthy, safe and secure work environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Group strongly believes in a work culture wherein all the employees have the right to be treated with dignity, fairness and respect. Sexual harassment at the workplace or other than workplace if involving employees or members is a grave offence and is, therefore, punishable.

Sexual harassment at a workplace is considered violation of a person's right to equality, life and liberty. It creates an insecure and hostile work environment, which discourages his / her participation in work, thereby adversely affecting their social and economic empowerment and the goal of inclusive growth.

## 2. OBJECTIVE

- i. The Act contains provisions to protect every woman from any act of sexual harassment irrespective of whether such woman is employed or not.
- ii. To comply with the directives of Hon'ble Supreme Court of India requiring all employers to develop and implement a policy for prevention of sexual harassment at the workplace.
- iii. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the workplace.
- iv. To follow and implement the Act enjoining all employers to constitute an "Internal Complaints Committee" and lay down guidelines for redressal of complaints related to sexual harassment of Women at the workplace.



### 3. SCOPE

This Policy, shall be applicable to all the employees of the Group engaged currently and to be employed in future including those on deputation, contract, temporary, trainee, internship part-time basis or as consultants (referred to as employee for policy) at the existing offices of the Group and on any branch that is established by the Group anytime in future in India.

### 4. CONDITIONS

The "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- a) Physical contact and advances;
- b) Demand or request for sexual favors;
- c) Sexually colored remarks;
- d) Showing pornography;
- e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature;
- f) Eve-teasing;
- g) Unsavory remarks;
- h) Jokes causing or likely to cause awkwardness or embarrassment;
- i) Innuendos and taunts;
- j) Gender based insults or sexist remarks;
- k) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like;
- l) Touching or brushing against any part of the body and the like;
- m) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings;
- n) Forcible physical touch or molestation and physical confinement against one's will and any other act likely to violate one's privacy.

### 5. CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE:

A Complaints Committee consisting of five members has been constituted known as the "Internal Complaints Committee" for redressal of any such issues. The Group shall make sure that in case of any change in the members, the constitution remains as per Section 4 of the Act. The quorum of the Internal Complaints Committee meeting shall be at least three members provided the presence of Presiding Officer and the non-employee member will be mandatory and also at least half of the members shall be women.

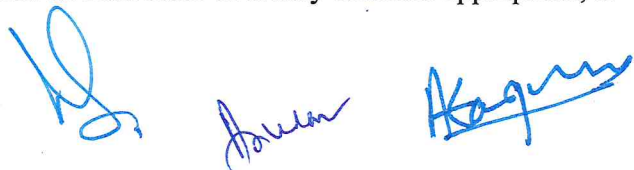
1. Ms. Harmeet Kaur (Presiding Officer)



2. Mr. Nilesh Sharma (Employee Member)
3. Mr. Arunava Sikdar (Employee Member)
4. Ms. Swati Arora (Female Member)
5. Milan Negi (External Member)

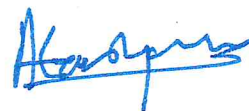
## 6. PROCEDURE

- i. Any aggrieved person may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee within a period of three months from the date of incident and in case of series of incidents, within a period of three months from the date of last incident.
- ii. The Internal Complaints Committee before initiating an enquiry and at the request of the aggrieved person take steps to settle the matter between him/her and the respondent through conciliation (provided that no monetary settlement shall be made as a basis of conciliation):
  - o Where a settlement has been arrived, the Internal Complaints Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.
  - o The Internal Complaints Committee shall provide the copies of the settlement as recorded to the aggrieved person and the respondents.
  - o Where a settlement is arrived, no further inquiry shall be conducted by the Internal Complaints Committee.
- iii. The Internal Complaints Committee, shall,
  - o Where the respondent is employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondents.
  - o Where both the parties are employees, the parties shall during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.
  - o Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the Court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to

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the aggrieved person by the respondent, having regard to the provisions of section 15 of the Act, regarding determination of compensation.

- For the purpose of making an inquiry, the Internal Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters:
    - Summoning and enforcing the attendance of any person and examining him on oath.
    - Requiring the discovery and production of documents, and
    - Any other matter which may be prescribed.
  - The inquiry shall be completed within a period of ninety days.
  - For a transparent and free inquiry, the Internal Complaints Committee, if it is found necessary to do so, may suspend the complainant or the respondent or both from participating in the affairs of the Group for such period as it thinks fit.
  - Where the complaint is made against any member of the Internal Complaints Committee, then such Committee member shall not participate in the proceedings of the inquiry or in any meeting of the Committee, till the time inquiry is finished and the recommendation are made by the Committee to the Final Authority.
- iv. During the pendency of an inquiry, on a written request made by the aggrieved person, the Internal Complaints Committee may recommend certain action to the Final Authority. Final Authority shall implement the recommendations and send the report of such implementation to the Internal Complaints Committee.
- v. On the completion of an inquiry under this Act, the Internal Complaints Committee shall provide a report of its findings to the Final Authority, within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- Where the Internal Complaints Committee, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Final Authority that no action is required to be taken in this matter.



- Where the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend certain action to the Final Authority as per this Act.
- vi. Where the Internal Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved person or any other person making the complaint has made the complaint knowing it to be false or the aggrieved person or any other person making the complaint has produced any forged or misleading document, it may recommend to the Final Authority to take action against the aggrieved person or the complainant in accordance with the provisions of the service rules applicable.
- vii. Where the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Final Authority of the witness to take action against the witness in accordance with the provisions of the service rules applicable.
- viii. Any person aggrieved from the recommendations made by Internal Complaints Committee or non-implementation of such recommendations may prefer an appeal to the Court in accordance with the provisions of the service rules applicable within a period of ninety days of the recommendations.
- ix. For the purpose of this Policy, the Final Authority shall mean Designated Partners of the firm, RRR Insolvency Service Experts LLP, or as may be decided by them from time to time.

## 7. **DUTIES OF EMPLOYER:**

The Employer shall —

- i. Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- ii. Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;
- iii. Organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Complaints Committee in the manner as may be prescribed;

- iv. Provide necessary facilities to the Internal Complaints Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- v. Assist in securing the attendance of respondents and witnesses before the Internal Complaints Committee;
- vi. Make available such information to the Internal Complaints Committee, as it may require having regard to the complaint;
- vii. Provide assistance to the aggrieved person if she so chooses to file a complaint in relation to the offence under Indian Penal Code (45 of 1860) or any other law for the time being in force;
- viii. Cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved person so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- ix. Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- x. Monitor the timely submission of reports by the Internal Complaints Committee.
- xi. Keep the proceedings strictly confidential.

8. **ANNUAL REPORT:**

The Internal Complaints Committee shall in each calendar year prepare an annual report and submit the same to the employer which includes the number of cases filed, if any, and their disposal under the Act.

9. **REVIEW**

The Board may in its discretion or on the recommendations of the Internal Complaints Committee or as per the requirements of the applicable laws, review or amend this policy, in whole or in part, from time to time

10. **NOTE**

- i. The copy of this Policy will be made available on the common server to create awareness among employees about their rights against Sexual Harassment.

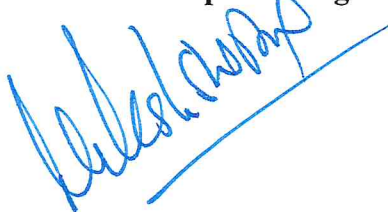
- ii. In case any member of the Internal Complaints Committee is found accused, the Internal Complaints Committee shall be reformulated immediately.
- iii. The Management and the Internal Complaints Committee for the implementation of this Policy shall recognize that confidentiality is important and shall respect the privacy of Complainant or Respondent, to the extent reasonably possible.

Management reserves the right to modify or withdraw the Policy at its own discretion but always in line with the directives of Hon'ble Supreme Court of India and other applicable laws of India.

#### 11. EFFECTIVE DATE

This Policy shall be effective from 1<sup>st</sup> Day of January, 2021.

For RRR Group including



Designated Partner  
Mr. Nilesh Sharma



Designated Partner  
Mr. Arunava Sikdar



Designated Partner  
Mr. Akarsh Kashyap