

Anti-Sexual Harassment Policy

Zota Health Care Limited

Content	Page No.
1. Policy.....	3
2. Requirement & Scope.....	3
3. Definitions.....	3
4. Complaint Redressal Committee/ Internal Complaints Committee.....	4
5. Redressal Process.....	5
6. Inquiry.....	6
7. Penal Provisions.....	6
8. Reporting.....	7
9. Forms for filing complaint (Annexure 1).....	8

1. Policy:

At ZOTA HEALTH CARE LIMITED (the “Company”) we believe to providing equal opportunity to every employee without any discrimination of race, gender, cast, religion, colour or maternity status. We are committed to provide safest working environment to our employees so our employees can work freely without any fear. The Company is committed to provide sexual harassment free work environment to employees.

2. Requirement and Scope:

The Company has adopted this policy on anti-sexual harassment to comply with the requirements of the provisions of The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This act is come into force to protect the women against the sexual harassment at workplace and prevention and redressal of complaints of sexual harassment and matters ancillary and incidental thereto.

This Policy is restricted to followings for all the woman employees:

- At all business locations of the Company i.e. at Corporate Office, Branch Office, Plant, etc.
- Any other external location which is visited by the employees for Company’s work.
- Any mode of transport, if any, provided by the Company.

3. Definitions:

3.1 Aggrieved Women:

An Aggrieved Women means 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.

3.2 Company:

Company means ZOTA HEALTH CARE LIMITED established under provisions of Companies Act, 1956.

3.3 Complainant:

A complainant means any women who make a complaint alleging Sexual Harassment under this policy.

3.4 Employee:

An employee means a person employed with the Company for any work on permanent, temporary, part time, contract basis or daily wages basis, either directly or through any labor contractor or an agent.

3.5 Sexual Harassment:

Sexual Harassment included any one or more of the following unwelcome acts or behavior (Whether directly or implication) namely:-

- (i) physical contact and advances;
- (ii) a demand or request for sexual favours;
- (iii) making sexually coloured remarks;
- (iv) showing pornography; or
- (v) any other unwelcomed physical, verbal or non-verbal conduct of sexual nature.

3.6 Respondent:

A Respondent means the person against whom charges or complaint has been made or lodge.

3.7 Workplace:

Workplace includes;

- (i) offices, Premises, branches, Plants, unites, locations or institutes which is established owned and controlled by the Company.
- (ii) Any of the places which is visited by the woman employee for the Company's work or any of the work which has been handed over to her.
- (iii) Transport facilities which are provided by the Company.

4. Complaint Redressal Committee/ Internal Complaints Committee:

As per the requirement of provisions of "The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Company has constituted Internal Complaints Committee for protecting, prevention and redressal of sexual harassment of woman. The constitution of Internal Complaints Committee is as below:

- Mrs. Heli Shah – Chairperson/ Presiding officer
- Mr. Ratilal Harkhani – Member
- Mrs. Hina Viralkumar Mandviwala – Member
- Ms. Vibhaben V. Parekh– NGO Representative

5. Redressal Process:

- 5.1 Any aggrieved woman can make a complaint in writing, a complaint of Sexual Harassment to the Internal Complaints Committee (ICC), 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. The ICC, may extended the time limit to further three months, if aggrieved person requested in writing to the ICC and satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
- 5.2 When aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise then following person can lodge complaint on behalf of her:
- her legal heir
 - her friends/ relatives
 - any other person who has knowledge of the incident, with the consent of an aggrieved woman
 - any officer of the National or State Woman Commission
- 5.3 An aggrieved woman can lodge complaint in writing as per **Annexure 1** to this policy. After filing the required details an aggrieved woman can submit the complaint to member of ICC or representative of particular location or can submit electronically by sending e-mail on **info@zotahealthcare.com**, any oral complaint cannot be accepted under this policy. The Complainant shall submit four copies of the complaint along with supporting documents and details of the alleged incident(s), the name of the Respondent and names and addresses of the witnesses, if any.
- 5.4 The committee will maintain records of the complaints received and keep the identity of complainant confidential.
- 5.5 The Committee shall hold meeting and start inquiry into the complaint within Seven days from the receipt of complaint. At the first meeting Committee members shall hear the Complainant and record her allegations. The Complainant can also submit supporting evidence in regards to her complaint to the Committee.
- 5.6 After recording statement of Complainant Committee will called the person against whom complaint is made and opportunity of being heard is being given to the respondent.
- 5.7 After hearing both the Complainant and Respondent if the complaint does not fall under the Sexual Harassment as define aforesaid, the same will be disposed. If Committee is found that complaint is false then appropriate disciplinary action will be taken against the Complainant as decided by the management.

6. Inquiry:

- 6.1 After receiving complaint and recording statement and evidence from the Complainant Committee would start inquiry and communicate the same to the person against whom the complaint is lodge.
- 6.2 Copy of the allegations shall be forwarded to the person against whom complaint is made.
- 6.3 The Complainant or the person against whom complaint is made if desires to call any witness in the particular case then they can request the same to the Committee in writing.
- 6.4 The Complainant or the person against whom complaint is made is wishes or desired to place any documentary evidence in the case then they have to provide original copy of the said document to the Committee.
- 6.5 The Committee shall call upon the witness as requested by the complainant and respondent.
- 6.6 During the inquiry Committee shall keep in view that reasonable opportunity of being hear is given to both the parties i.e. complainant and the person against whom the complaint is made.
- 6.7 Committee shall complete the inquiry within the period of three months and submit its report and recommendation to the Head HR of ZOTA HEALTH CARE LIMITED within ten days of completion of inquiry. Inquiry report shall also be communicated to both complainant and the person against whom complaint is made.
- 6.8 Head HR will take necessary actions as recommended by the Committee or as per the guidelines issued by the Supreme Court of India or as per the provisions of The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

7. Penal Provisions:

- 7.1 If the Committee finds that Complaint which is made is under the preview of Indian Penal Code then Committee will record the said fact in its report and management of the Company will lodge the Police Complaint in this regard for further proceeding.
- 7.2 ICC Committee may recommend the disciplinary action under The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 against the person against whom the complaint is made, if the said person is found guilty in the proceeding. Apart from this Management of the Company may take additional actions as may arise under the Indian Penal Code.
- 7.3 Section 354A of the Indian Penal Code (IPC) deals with Sexual Harassment. Any case falls under this section is cognizable offence that means police officer can arrest the accused person without a warrant and start inquiry into the case.

Any man commits any of the following acts shall be guilty of Sexual Harassment.

- i) Physical contact and advances involving unwelcome and explicit sexual overtures or
- ii) A demand or request for sexual favours or
- iii) Showing pornography against the will of a woman or
- iv) Making sexually coloured remarks

Any man who commits offence of Sexual Harassment as described aforesaid in clause (i) or clause (ii) or clause (iii) and found guilty for the same shall be punished with rigorous imprisonment for a term which may extended to three years, or with fine, or both.

Any man who commits offence of Sexual Harassment as described aforesaid in clause (iv) shall be punishable with imprisonment of which may extended to one year, or with fine, or with both.

Apart from above, acts of Sexual Harassment may also constitute other offenses under IPC including Section 354 (assault or criminal force to women with intent to outrage her modestly), Section 354C (Voyeurism), Section 354D (Stalking), Section 375 and 376 (Rape) and Section 509 (word, gesture or act intended to insult the modesty of a woman).

8. Reporting:

The Company shall give the details of the number of complaint received by the ICC under Sexual Harassment Act, 2013 in the Annual Report of the Company.



Annexure 1 (Forms for making complaint of sexual harassment) (should be in four copies)

Date _____

To
The members of
The Internal Complaint Committee
Zota Health Care Ltd.

Name of Complainant:

Work Location:

Department:

Person against whom complaint is made:

Brief description of incident or series or incident(s):

Acknowledgement

We have received complaint of Ms/ Mrs against
Mr. under the policy of anti-
sexual harassment of the Company on day of 20.....

Signature of Representative or Member of ICC