

PREVENTION OF SEXUAL HARASSMENT AT WORK PLACE

I. Commitment

Our company M/s. Olympic Cards Limited is committed to provide a work environment that ensures every women employee is treated with dignity and respect and afforded equitable treatment.

The company is also committed to promote a work environment that is conducive to the professional growth of its women employees and encourages equality of opportunity.

The company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

II. Scope

This policy applies to all categories of employees of the company, including permanent, probations, trainees, casuals and contract employees.

The work place includes all premises where company business is conducted.

III. Definition of Sexual Harassment

Sexual harassment may be one or series of incidents involving unsolicited and unwelcome sexual advances, request for sexual favours, or any other verbal or office conduct of sexual nature.



Sexual harassment at work place includes:-

- A. Unwelcome sexual advances (Verbal, return or physical)
- B. Demand or request for sexual favours
- C. Any other type of sexually oriented conduct
- D. Verbal abuse or joking that is sex oriented

IV. Responsibilities regarding Sexual Harassment

All the employees of the company have a personal responsibility to ensure that their behaviour is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of work environment free from sexual harassment.

V. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of complaints committee has been created in the company for time bound redressal of the complaint made by the victim.

VI. Complaints Committee

M/s. Olympic Cards Limited has instituted a Complaints Committee for redressal for sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Internal Complaints Committee shall comprise of the following as per The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013:

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace.



Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

The complaints committee is responsible for:

A. Investigating every formal return complaint of sexual harassment.

B. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

C. Discouraging and preventing employment related sexual harassment.

VII. Procedure for Resolution, Settlement or Prosecution of Acts of Sexual Harassment

The company is committed to provide a supportive environment in which to resolve concerns of sexual harassment as under:

A. Informal Resolution options

1. When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.
2. If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the complaints committee for redressal of her grievances. The complaints committee will there after provide advice or extent support as requested and will undertake prompt investigation to resolve the matter.



B. Complaints

1. The complaint shall have to be in writing and can be in a form of letter, preferably within 15 days from the date of occurrence of the alleged incident, send in a sealed envelope. The employee is required to disclose her name, department, division and location she is working in, to enable the committee to conduct her and take the matter forward.
2. The complaints committee will proceed to determine whether the allegations made in the complaint fall under the purview of sexual harassment, preferably within 30 days from the receipt of the complaint. In the event, the allegation does not fall under the purview of sexual harassment or the allegation does not mean an offence of sexual harassment, She / He will record this findings with reasons and communicate the same to the committee.
3. If the committee determines that the allegations constitute an act of sexual harassment, she / he will proceed to investigate the allegations with the assistants of the committee members.
4. Where such conduct on the part of the accused amounts to a specific offence under the law, the company shall initiate appropriate action in accordance with the law.
5. The complaints committee shall conduct such investigation in a timely manner and shall submit a return report containing the findings and recommendations to the Director/CEO/Head HR as soon as practically possible and in any case, not later than 90 days from the date of receipt of complaint.



Corrective action may include any of the following:

- A. Formal apology
 - B. Counseling
 - C. Written warning and the copy of it to be maintained in the employee file
 - D. Change of work assignment/transfer
 - E. Suspension or termination of service of the employee found guilty of the offence.
6. In case the complaint found to be false, the complaint shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

VIII. Confidentiality

The company understands that it is difficult for the victim to come forward with the complaint of sexual harassment and recognizes the victims' interest in keeping the matter confidential.

IX. Access to Reports and Documents

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the company except where disclosure is required under disciplinary or other remedial processes.

X. Protection to complaint/victim

The company is committed to ensure that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The company will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.



XI. Conclusion

In conclusion the company is committed to providing its women employees, a work place free from harassment/discrimination and where every employee is treated with dignity and respect.

