

## NOTICE

**Titagarh** is committed to providing and promoting a safe, healthy and congenial working environment that enables employees to work without fear irrespective of gender, caste, creed or social class and sexual harassment. Titagarh strives to create a work environment in which employees can realize their maximum potential.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative Act in India that seeks to protect women from sexual harassment at their place of work. Based on the Act, the management of Titagarh has put in place a policy against sexual harassment in the workplace and is directed to ensure zero tolerance towards verbal, psychological, physical conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interfaces with another's work performance or that creates an intimidating, offensive or hostile environment.

It is therefore mandatory for all employees/consultants (including Trainees/Apprentices/Contract Workers) to follow this policy and the guidelines formulated herein. Sexual Harassment at workplace will be deemed to be a violation / breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

Any individual employee/consultant who is found to have violated the harassment policy shall be subject to appropriate disciplinary action as decided by the constituted Internal Complaints Committee (ICC), in accordance with the statutory provisions and to consider and redress the complaints of any Sexual Harassment. This Policy extends to all employees of Titagarh. The Internal Complaints Committee (ICC) of Titagarh will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action if they choose to file complaint under the Indian Penal Code and ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

The new Act has recognized Sexual Harassment which includes unwelcome sexually determined behaviour (whether directly or by implication) such as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The punishments as incorporated in the Indian Penal Code are as follows:

1. IPC Section 292: Obscenity: First conviction with imprisonment of either description for a term which may extend to two years, and with fine which may extend to two thousand rupees, and, in the event of a second or subsequent conviction, with imprisonment of either

description for a term which may extend to five years, and also with fine which may extend to five thousand rupees.

2. IPC Section 293: Obscenity: First conviction with imprisonment of either description for a term which may extend to three years, and with fine which may extend to two thousand rupees, and, in the event of a second or subsequent conviction, with imprisonment of either description for a term which may extend to seven years, and also with fine which may extend to five thousand rupees.

3. IPC Section 294: Obscenity: Punishment with imprisonment of either description for a term which may extend to three months, or with fine, or with both.

4. IPC Section 354A: Sexual Harassment: Shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine, or with both for offence specified in clause (I) or clause (ii) or clause (iii) of sub-section (I) and with imprisonment of either description for a term which may extend to one year, or with fine, or with both for offence specified in clause (iv) of subsection (I).

5. IPC Section 354B: Sexual Harassment: Shall be punished with imprisonment of either description for a term which shall not be less than three years but which may extend to seven years, and shall also be liable to fine.

6. IPC Section 354C: Sexual Harassment: Shall be punished on first conviction with imprisonment of either description for a term which shall not be less than one year, but which may extend to three years, and shall also be liable to fine, and be punished on a second or subsequent conviction, with imprisonment of either description for a term which shall not be less than three years, but which may extend to seven years, and shall also be liable to fine.

#### FOR GIVING INFORMATION/MAKING COMPLAINT

Internal Complaints Committee: Contact: Ms. June Coelho - Phone No. 40190800

Any employee who feels that he/she is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to the Internal Complaints Committee (ICC) in writing within 15 days of occurrence of incident.

**Tolerating sexual harassment is only going to make the offender bolder. Hence report it forthwith.**