

### Sexual Harassment Policy

KITCO Ltd., is committed to provide a working environment free from any kind of discrimination and prohibits harassment of its employees and applicants, including sexual harassment. KITCO provides a protective environment to its employees and **“does not tolerate any form of harassment or discrimination.”**

KITCO Ltd. has framed this policy in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” (“the Act”) and other applicable federal, state and local laws, rules and regulations in the area of non-discrimination and sexual harassment at the employment.

For information of the employees, **Sexual harassment includes** any one or more of the following unwelcome behaviour (whether directly or by implication) namely:

1. Physical Contact & advances; or
2. A demand or request for sexual favours; or
3. Making sexually coloured remarks; or
4. Showing pornography; or
5. verbal abuse or ‘joking’ that is sex-oriented, or
6. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

Each employee in KITCO has the personal responsibility of ensuring that their behavior does not fall under any of the above points or against this policy.

#### **Internal Complaints Committee**

KITCO has formulated an independent and transparent committee for redressal of complaints related to sexual harassment called Internal Complaints Committee (ICC). Following are the members of the Committee:

- |   |          |
|---|----------|
| a. Smt. Nisha Thankachi MS, Principal Consultant- Presiding Officer   |          |
| b. Smt. Beena Sebastian, Chairperson,<br>Cultural Academy for Peace,<br>Door No. 41/1964, First Floor,<br>Piyolli Road, Ernakulam North,<br>Cochin-682018 | - Member |
| c. Shri. Shalimar M S, Senior Consultant Gr.II  | - Member |

- |   |   |        |
|---|---|--------|
| d. Smt. Sindhu N T, Senior Consultant Gr.II     | - | Member |
| e. Smt. Mini K V, Officer                       | - | Member |
| f. Smt. Minitha K Nair, Special Assistant Gr.II | - | Member |

The term of the members of the ICC shall not be more than 3 years from the date of their nomination.

- ICC ensures that identities of the parties, enquiries, investigations, discussions, proceedings and records made thereunder shall always be confidential.
- The Committee shall follow principles of natural justice in all its proceeding.
- ICC further ensures that it shall provide time bound relief and redressal to the victims.
- ICC is responsible towards discouraging and preventing sexual harassment at the workplace.

**Redressal Mechanism:**

**Making a Complaint:**

- a. Any employee who believes she is a victim of sexual harassment must make a formal written complaint for reporting the incident to the company's designated Presiding Officer of ICC within a period of three (3) months from the date of the incident and in case of series of incident, within a period of three (3) months from the date of last incident.
- b. In case the ICC is satisfied that it was not possible for the victim to report the incident within the time as mentioned above due to the reasons prevented the lodging of the complaint, it can accept such complaints beyond such time and record the reason in writing.
- c. In case the victim is not capable of making the complaint, following persons can make the complaint after obtaining her written consent:
  - (i) Legal heir, relative
  - (ii) Person having knowledge of the incident
  - (iii) Co-workers

The Presiding Officer and ICC shall extend all reasonable assistance for making the complaint.

**Receiving the Complaint:**

- a. On receiving the Complaint, the Presiding Officer shall determine if the complaint falls under the purview of Sexual Harassment within 15 days of receipt of the Complaint.

- b. On confirmation, the ICC before initiating an enquiry and at the request of aggrieved woman shall take steps to settle the matter between her and the respondent through conciliation: Provide that no monetary settlement shall be made as a basis of conciliation.
- c. The ICC shall move towards conducting enquiry in the matter in case the aggrieved woman refuses for conciliation or conciliation has not resulted any settlement.

**Resolution through enquiry:**

- a. The enquiry shall be conducted in an impartial manner and everything shall be recorded.
- b. During the conduct of the enquiry, if it is proved that the act of the accused tantamount to criminal offense, a complaint to the police shall be made immediately
- c. Once the settlement has arrived, it should be recorded in writing and communicated to the Managing Director for taking appropriate action.
- d. In case the aggrieved woman informs the ICC that the respondent is not complying the settlement, the ICC shall forward the complaint to the police.
- e. Requisite opportunity of being heard shall be given to both the parties and findings of the proceeding shall be served to them for making their representations.

An enquiry should be completed within 90 days by the Internal Complaint Committee.

**Report of the enquiry:**

- a. Once the enquiry is completed, inquiry report should be submitted within 10 days to the Managing Director and to the parties involved.
- b. Report of the enquiry shall be given to the Managing Director who shall make the appropriate actions against the respondent on the recommendation of the Committee.

**Appropriate actions:**

- a. Interim relief: During the pendency of the enquiry, the ICC can recommend to the Managing Director for any of the interim reliefs:
  - (i) Transfer of the complainant/ respondent to any other workplace
  - (ii) Grant leave to the victim
  - (iii) Prevent the respondent to approach the victim at the workplace
  - (iv) Payment of compensation from the salary of the respondent to the aggrieved woman or
  - (v) Any other relief which may be considered appropriate by the ICC

b. Final relief shall be taken within 90 days of conclusion of the enquiry which may include:

- (i) Written warning
- (ii) Formal apology
- (iii) Counselling
- (iv) Withholding promotion and/or increments
- (v) Transfer of the complainant/ respondent to any other workplace
- (vi) Suspension or termination of the services of the respondent
- (vii) Or any other action that the Management may deem fit.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Appeal: If any party is not satisfied with the decisions of the Managing Director or further aggrieved by the implementation of recommendations made may make an appeal to ICC in accordance with the Act within 15 days of the decision being communicated.

If you have any questions regarding this policy, please contact Smt. Nisha Thankachi M S, Presiding Officer, Internal Complaints Committee of KITCO Ltd., Cochin (Ph. No. 9447576448).



**NISHA THANKACHI M S**  
*Principal Consultant*  
**KITCO Ltd.**  
Femith's, P.B. No. 4407  
Puthiya Road, N.H Bypass  
Vennala, Kochi-682 028