



PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE



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Policy/ Manual/ Guideline / Process	Policy
Application (Group/Business level)	Escorts Kubota Limited
Issuing Authority	Amit Singhal Group CHRO & Dy. Corporate Head
Owner of the Document	Anil Kumar C Head HR
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Escorts Kubota Limited

(Formerly Escorts Limited)

Corporate Centre

Registered Office - 15/5, Mathura Road, Faridabad-121003, Haryana, India

Tel.: +91-129-2250222 | E-mail: escortsgroup@escorts.co.in | Website: www.escortsgroup.com

Corporate Identification Number L74899HR1944PLC039088



Escorts Kubota Limited

Prevention of Sexual Harassment at Workplace

Dear All,

Escorts Kubota Limited (“Company”) prohibits any form of harassment, including sexual harassment, within the organization or in any organizational interaction. In doing so, we are determined to promote a working environment in which employees of all genders complement each other as equals.

This Amendment to the Policy on Prevention of Sexual Harassment at Work Place (Hereinafter called “POSH Policy”) shall supersede all earlier policies on this subject in force and shall be effective from 16th August 2022. The focus is on making this policy gender neutral in order to bring in equality for both Men & Women at work place. In situations where women are the victim, the Company will other than what is formulated in the below mentioned POSH Policy, also abide by The Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal) Act 2013 and Rules thereto.

Let us all work towards making the Company a preferred place to work.

Regards

Amit Singhal
Group CHRO & Dy. Corporate Head

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Escorts Kubota Limited**Prevention of Sexual Harassment at Workplace**

Escorts Kubota Limited

Amended Policy on Prevention of Sexual Harassment at Workplace effective 16th August 2022

Preamble

This Policy on Prevention of Sexual Harassment at Workplace (Hereinafter called "POSH Policy") shall supersede all earlier policies on this subject in force and shall be effective from the opening business hours of 16th August, 2022. This POSH Policy is Gender Neutral to bring in equity for both men and women at workplace and specially when women are the victim, the Company will other than what is formulated in the below mentioned POSH Policy, shall also abide by The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 and Rules thereto.

- a) The Company believes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive such as sexual harassment.
- b) The Company is committed towards creating a safe and healthy work environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. Gender equality includes protection from sexual harassment and the right to work with dignity, which is a universally recognized basic human right. At the Company we believe equality to employment can be seriously impaired when people are subjected to gender specific violence, such as sexual harassment at work that affects the dignity of men and women at work.
- c) The Company's POSH Policy is aimed at prohibiting, preventing or deterring the commission of acts of sexual harassment at the workplace and to provide procedure for the redressal of complaints pertaining to sexual harassment and also ensuring that in the case of misconduct, the employees have a fair and lawful procedure for redressal of their complaints.
- d) Sexual harassment would constitute any unwelcome sexually determined behavior (whether directly or by implication) including as below:
 - i. Physical contact and advances;
 - ii. A demand or request for sexual favors;
 - iii. Making sexually colored remarks;
 - iv. Showing pornography; or
 - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Applicability

All employees, including Team members/workmen, trainees and apprentices engaged across all Offices / Factories of the Company including any other place visited by an employee arising out of or during the course of or on account of his / her employment.

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Escorts Kubota Limited**Prevention of Sexual Harassment at Workplace****Handling of Complaints, Complaints Committees and Disciplinary Action**

If an employee is being harassed:

- a) Must tell the accused that his/her behavior is unwelcome and ask him/her to stop.
- b) Keep a record of the incidents, if possible (dates, times, locations, witnesses, what happened, his / her response).
- c) It is not mandatory to have a record of events to file a complaint, but a record can strengthen the case and help him / her remember the details over time.
- d) Must file a complaint, along-with supporting documents & names of witnesses, if any, within a period of 90 (ninety) days from the alleged incident with the relevant Complaint Committee notified by the Company.

Complaints committees:

Group CHRO will approve the constitution of Internal Committees with respect to all regions i.e. northern, southern, eastern, western and central (collectively called "Committees" and individually "Committee") for the Company. The tenure of the members (members as mentioned herein shall also be deemed to include the Chairperson) appointed on the Committees will be for a period of three years.

The tenure of the appointment of members may be extended / curtailed at the sole discretion of the Group CHRO.

Quorum:

- a) Quorum for a valid meeting of relevant Committee would be at least three members personally present representing one male and two female members.
- b) In the absence of a valid quorum, the meeting of the Committees shall be adjourned for such period as may be decided by the Chairperson.
- c) The management of the Company shall have a right to substitute the members on the Committees at its sole discretion from time to time besides reducing or enlarging the number of members in the Committees. The quorum will always have male and female members on the Committees.

Details of members of the Committee are provided in *Annexure I*

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Prevention of Sexual Harassment at Workplace

Dealing with the complaint:

- a) An employee is expected to report sexual harassment experienced by him / her, within a period of 90 (ninety) days from the alleged incident, or if it is a series of incidents, then 90 (ninety) days from the occurrence of last incident to the Chairperson of the relevant Committee, in writing (each page should be duly signed including all supporting documents), preferably in a sealed cover. A copy of the complaint can also be forwarded to email id poshcommittee@escorts.co.in of the Committees for necessary action. The complaint should contain all the material and relevant details concerning the alleged sexual harassment including the details of the accused and the names of the witnesses, if any. The complaint should specify the incidents of sexual harassments clearly and should not have general incidents.
- b) Promptly upon receiving the complaint, the Chairperson shall proceed to convene a meeting of the relevant Committee. The Committees may before initiating any inquiry and at the request of the victim take steps to settle the matter between the victim and the accused through conciliation. Provided that no monetary settlement shall be made as a basis of conciliation. Where settlement has been arrived at, the Committees shall record the settlement so arrived and forward the same to the Employer to take action as specified in the recommendation with copies to the victim and the accused. In case of such settlement no further inquiry shall be conducted by the Committees thereafter.
- c) The minutes of the meeting of the Committees shall be recorded, signed and kept in the custody of Chairperson of the Committees.
- d) The complaint and all investigations carried out shall be kept strictly confidential. Any person involved in the investigation, including the members, complainant, accused and the witnesses would be bound to maintain confidentiality. Any breach of confidentiality may attract disciplinary action.
- e) The person accused will be informed that a complaint has been filed against him / her and he / she would be asked to submit his / her explanation in writing (including any supporting documents, list of witnesses etc.), if any to the Chairperson of the Committees within 10 days of such information. The accused would also be advised not to act in retaliation.
- f) The Committees shall ensure that a fair and just investigation is undertaken immediately as per the principles of natural justice.
- g) Both the complainant and the accused would be summoned by the relevant Committee for ascertaining the facts. In addition, other employees may be interviewed to elicit sufficient factual information. Any persons named as witnesses may also be summoned by the relevant Committee to ascertain the facts in the complaint.

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- h) The Committees shall after examination of the complaint, submit its recommendations to the Group CHRO.
- i) **The Committees shall adhere to act within the following timelines namely:**
- 90 days' time to register complaint after the incident date or in case of series of incidents, within a period of 90 days from date of last incident.
 - 90 days' time to complete enquiry.
 - 10 days for report submission - after completion of enquiry.
- j) The complainant and the accused shall be informed of the outcome of the investigation. If the investigation reveals that the complainant has been subjected to sexual harassment, the accused will face disciplinary action including other actions as may be required/ available to the Company under the provisions of law and / or this Policy.
- k) The Company shall take suitable action within a period of 60 days' after receiving the Committees' recommendations.
- l) In case a member has a conflict of interest in a particular complaint, then such a member would be excluded from the relevant Committee (for that complaint).

Disciplinary Action:

Where any misconduct is found by the Committees, appropriate disciplinary action shall be taken against the accused by the Company. Disciplinary action may include actions including but not limited to transfer, withholding promotion including variable pay, suspension or even dismissal.

Confidentiality

All information received through the investigation shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be liable for Disciplinary Action.

Protection against Retaliation

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint, the accused and all witnesses shall be protected from any form of retaliation. In order to ensure this, at the request of the complainant, the relevant Committee may recommend to the employer to take any interim action as permitted under the applicable law.

Any unwarranted pressures, retaliatory or any other type of unethical behavior from the accused against the complainant/witnesses while the investigation is in progress or later should be reported by the complainant/witnesses to the relevant Committee as soon as possible.

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Complaints made with a Malicious Intent

If on investigation it is revealed that the complaint was made with a malicious intent- that is with the intent of tarnishing someone's image or to settle a personal score, or otherwise, disciplinary action shall be taken against the complainant.

Annual Report

The Committees shall prepare an annual report at the end of the financial year of the company, giving a full account of its activities during the previous year to the Group CHRO.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employee and person in charge will take all necessary steps that are reasonable to assist the affected person in terms of support or preventative action.

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Escorts Kubota Limited**Prevention of Sexual Harassment at Workplace****Annexure 1****Constitution of Internal Complaints Committees effective 16th August 2022**

The tenure of the members (members as mentioned herein shall also be deemed to include the Chairperson) appointed on the relevant Committee will be for a period of three years.

The tenure of the appointment of members may be extended / curtailed at the sole discretion of Group CHRO. Committees constituted effective 16th August 2022 are as follows:

North

1. Chairperson: Monika Garg
2. Member: Abhilasha Malhotra
3. Member: Anil Kumar C
4. Member: Brijesh Lamba
5. Member: Bhunesh Singh Chauhan
6. Independent Member: Jyoti Grover

East

1. Chairperson: Monika Garg
2. Member: Saurabh Chakrabarty
3. Member: Anil Kumar C
4. Independent Member: Jyoti Grover

South

1. Chairperson: Monika Garg
2. Member: Mohamed Zekrulla
3. Member: Anil Kumar C
4. Independent Member: Jyoti Grover

West

1. Chairperson: Monika Garg
2. Member: Bhalchandra Mane
3. Member: Anil Kumar C
4. Independent Member: Jyoti Grover

Central

1. Chairperson: Monika Garg
2. Member: Anil Kumar C
3. Member: Inderjeet Singh
4. Independent Member: Jyoti Grover

Details of EKL offices covered in each zone are as mentioned below:

Zone	Regions covered (Across EKL)
North*	All Faridabad based plant and office locations Regional Offices - Mohali, Delhi, Lucknow, and Varanasi
East	Regional Offices - Kolkata, Bhubaneswar, Ranchi and Patna
South	Regional Offices - Bengaluru, Hubli, Hyderabad, Chennai and Trichy
West	Regional Offices - Mumbai, Pune and Ahmedabad
Central	Regional Offices - Bhopal, Gwalior, Jabalpur, Jaipur, Udaipur, Indore and Raipur

*Any other regional office not covered in the above chart can also reach out to the North zone committee.

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