

Policy for Prevention Prohibition and Redressal of Sexual Harassment at Workplace

1. Commitment and Philosophy

ESL Steel Limited is committed to fostering a safe, inclusive, and respectful workplace for all individuals. We uphold a zero-tolerance approach to any form of harassment. This policy is gender-neutral and affirms the rights of all individuals, including LGBTQIA+ employees, to work in an environment free from discrimination.

While this policy is inclusive and not limited by gender, it draws upon the principles and protections outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), as a foundational framework. It also aligns with international human rights conventions such as CEDAW and applicable national laws to uphold workplace safety and equality. ESL Steel Limited is committed to continuous awareness, training, and enforcement to ensure every employee feels safe, heard, and respected.

2. Objective

This policy aims to:

- Foster a safe, inclusive, and respectful workplace for all individuals, regardless of gender identity or employment status, by promoting awareness, sensitivity, and adherence to appropriate professional conduct rooted in equality and dignity.
- Prohibit all forms of sexual harassment, including physical, verbal, written, and virtual misconduct.
- Provide accessible and confidential mechanisms for complaint redressal.
- Define clear consequences for misconduct, aligned with service rules and applicable laws.
- Protect all stakeholders—complainants, witnesses, INTERNAL COMPLAINTS COMMITTEE members, and others involved—from retaliation or victimization.

This policy goes beyond legal compliance to foster a workplace that is empowering, respectful, and free from harassment

3. Scope and Applicability

- I. This policy is applicable to all Employees of ESL Steel Limited including, but not limited to permanent employees, temporary employee, workmen, probationers, trainees, interns and employees on contract basis at its workplace. It also applies to any person not employed at ESL Steel Limited but present at ESL Steel Limited's workplace. It shall also include any unwelcome behavior of a sexual nature mentioned in the policy by any Vendor/Supplier/Contractor including their agents, supervisors, managers and their employees to any of our employees on our premises and vice versa. It includes volunteers, consultants, and visitors participating in virtual meetings or work-related communication.
- II. This policy also applies to remote work scenarios and virtual harassment occurring via digital platforms or digital environment where work-related communication or collaboration occurs, including emails, chats, and video calls.
- III. This policy applies to all ESL Steel Limited locations including offices, plants, guest houses, transit accommodations, and any place visited by employees during the course of employment, including virtual and remote work environments.

4. Definitions

4.1 Aggrieved person: An Aggrieved Person in relation to a workplace, an individual, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

4.2 Employee: As defined under Section 2(f) of the POSH Act, 2013 Employee means- "a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name"

4.3 Employer: Employer shall refer to the principal employer which means any person or Board or Committee of a workplace who

- (a) Is responsible for the management, supervision and control of the Foundation's work and the workplace, including formulation and administration of policies in this regard, and
- (b) Is discharging contractual obligations with respect to his or her employees.

4.4 Respondent: Respondent means a person against whom the Aggrieved person or a person acting on behalf of the aggrieved person has made a complaint under this policy.

4.5 Sexual Harassment: The definition of sexual harassment will be as defined under Section 2 (n) of the POSH Act, 2013: -

4.5.1 Sexual harassment includes such unwelcome sexually determined behaviour (whether direct or by implication) such as:

- (i) Physical contact and sexual advances.
- (ii) Demand or request for sexual favors.
- (iii) Sexually - colored remarks.
- (iv) Showing pornography; and
- (v) Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature

4.5.2 As per Section 3 (2) of the POSH Act, the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- (i) Implied or explicit promise of preferential treatment in her employment; or
- (ii) Implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or
- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety.

4.6 Workplace: For the purpose of this policy, "workplace" includes:

1. All ESL Steel Limited premises- offices, plants, departments, branches, guest houses, transportation provided by the employer for commuting to and from the workplace, transit accommodations, or any unit owned, controlled, or operated by the company.
2. Any location visited by an employee during employment, including off-site meetings, training sessions, conferences or events; client, vendor, or partner locations; and travel or transportation provided by the company.
3. Remote and virtual workspaces, including work-from-home setups & digital platforms used for official communication (e.g., email, chat, video calls)
4. Third-party premises where employees may be present for work-related.

5 Internal Compliant Committee

5.1 ESL Steel Limited shall constitute an **Internal Complaints Committee** responsible for addressing complaints of sexual harassment across all its locations.

5.2 Formation of Posh Committee- As mandated by the POSH Act (under Section 4), every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee". Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices where 10 or more workers are employed.

The "Internal Complaints Committee" shall consist of the following members to be nominated by the employer, namely:

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

(d) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

5.3 **Tenure:** The Presiding Officer and every Member of the Internal Compliant Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

5.4 Where the Presiding Officer or any Member of the Internal Compliant Committee, — (a) contravenes the provisions of section 16 of the act (Prohibition of publication or making known contents of complaint and inquiry proceedings.); or (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or (d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

5.5 Internal Compliant Committee Member Guideline and Communication Protocol

- Internal Compliant Committee member details can be announced through company email, intranet portal, posters in common areas, town hall meetings, and during employee onboarding sessions.
- All Internal Compliant Committee members must undergo certified POSH training annually.
- The Internal Compliant Committee shall include a Secretary responsible for documentation and coordination of proceedings if required.
- Members of the Internal Compliant Committee must not have any conflict of interest or prior disciplinary history

6 Grievance Redressal Mechanism

- Protection against retaliation shall be ensured for complainants and witnesses throughout the inquiry process.
- Post-inquiry support such as counselling or Employee Assistance Program (EAP) shall be offered to both parties.
- Anonymous reporting is permitted for alerts and awareness, though formal complaints require identification.
- Complaints can be submitted in writing, via email, or through hard copy to the concerned authority in writing.
- In cases where the respondent is an external individual such as vendor, consultant, visitor, or contractor and their representatives, ESL will coordinate with the respective organization to ensure appropriate action is taken, including joint inquiry if necessary.

6.1 Procedure for filing compliant:

- (i) The Any aggrieved person may make, in writing (**including through electronic mail**), a complaint of sexual harassment at workplace to the Internal Compliant Committee or any member of the Internal Compliant Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- (ii) The Complainant shall state the date(s), time & location of the alleged incident of harassment, sexual harassment or abuse of authority and working relationship between the parties, name of witnesses and/or proof, which may corroborate the allegation (if any).
- (iii) The Internal Complaint Committee will render reasonable assistance to the person for making the complaints in writing.
- (iv) This time limit may further be extended for 3 months if the Internal Complaint Committee is satisfied that there were circumstances that prevented the person from filing a complaint within the specified timeline. The decision of the Internal Complaint Committee will be final and binding in such cases.

6.2 Procedure to be followed by the Internal Compliant Committee:

- I. Upon receipt of a complaint, the Internal Complaints Committee shall initiate a preliminary inquiry to assess whether a prima facie case exists. Additionally, before commencing the formal inquiry, and at the request of the aggrieved person, the Committee may explore the possibility of resolving the matter through conciliation or settlement between the aggrieved person and the respondent.
- II. Wherever such settlement has been arrived, the Internal Complaint Committee shall record it and send the same to the CHRO to take action as per recommendation. Once such settlement has been arrived at, no further enquiry shall be conducted by the Internal Complaint Committee, however, a person can further refer the same to Internal Complaint Committee for redressal if the terms of settlement have not been complied. The Internal Complaint Committee shall provide the copies of the settlement to the aggrieved person and the respondent as per Section 10 of the POSH Act.
- III. The Internal Complaint Committee will work towards ensuring that the inquiry is completed within 90 days by following the principles of natural justice. The Committee, while investigating the complaint referred to it, will call upon both the parties separately, listen, look at proof (if any), verify documents produced by the parties, allow the parties to produce witnesses and to put forth their say.
- IV. Under no circumstances, the Internal Complaint Committee would reveal / disclose the identity of the aggrieved person and respondent to anyone else (including the immediate manager) - other than all those who are required to know about the case.
- V. During the pendency of an inquiry, on a written request made by the aggrieved person, the committee may recommend to the HR, to:
 - i. Transfer the aggrieved person or respondent to any other location of work.
 - ii. Grant such other relief to the aggrieved person as may be prescribed under the Act
 - iii. Restrain the respondent from reporting on the workplace of the complainant
 - iv. Restrain the respondent from contacting the complainant or their witnesses in any manner whatsoever
- VI. On the conclusion of the inquiry if the Respondent is found guilty, the Internal Complaint Committee may initiate any one or more of the following actions:
 - Actions in accordance with misconduct mentioned in service rules /appointment letter

- Depending on the severity and sensitivity of the incident, disciplinary actions may include salary deductions, dismissal from service, and financial penalties—either in lump sum or installments—proportionate to the mental, physical, and emotional trauma, career loss, and medical expenses suffered by the aggrieved person.
 - To deduct, notwithstanding anything in the service rules applicable, from the salary or wages of the accused person such sum as it may consider appropriate to be paid to the aggrieved person, in case the respondent fails to pay the sum referred the Internal Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer
 - Issue a verbal warning or in writing
 - Issue a suspension/termination
 - Deprived of increment or promotion
- VII. In case the Internal Complaints Committee on conclusion of the enquiry finds that the allegation was malicious or has made the complaints knowing it to be false, or has produced any forged / misleading document, it will recommend action to be taken by CHRO against the person who has made the complaint. In all such cases the malicious intent on the part of that person must be established before any action is recommended.
- VIII. Internal Complaint Committee to submit inquiry report with findings and recommendations to the CHRO for implementation as and forward copy of the inquiry report to the Aggrieved person and the Respondent within 10 working days of completion of inquiry
- IX. The CHRO will need to implement the recommendations within 60 days of receiving the report from the Internal Complaint Committee.
- 7 **Appeal:** If the aggrieved person or respondent is dissatisfied with the recommendations made by the Internal Complaint Committee, they may file an appeal within 90 days from the date of the recommendation.

8 Policy Implementation and Review

- I. Internal Complaint Committee shall hold quarterly review meetings to assess policy effectiveness and case handling.
- II. ESL shall conduct every year mandatory training to all employees to create posh awareness
- III. The policy will be reviewed after every 2 years or in case of any changes in existing law.
- IV. All other policies of the organization having a bearing on the implementation of this policy shall be revised accordingly
- V. Policy shall be made available on company intranet for employees to refer (ESL 360 or Darwin Box).
- VI. Display constitution of Internal Complaints Committee at conspicuous places within operational premises.
- VII. The policy shall be made part of the Corporate Induction module.
- VIII. As per Section 21 of the POSH Act, the Internal Complaint Committee shall submit an annual report to the employer and the District Officer.

Ravish Sharma

**Dy. CEO & Whole-Time Director
ESL Steel Limited**