



## DISCLOSURES UNDER SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

### IMPLEMENTATION OF POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE:

Jindal (India) Limited has in place a Policy framed in accordance with the provisions of “*The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*”. The said policy (hereinafter referred to as “the POSH Policy”) was initially framed on 29<sup>th</sup> July, 2019 and has been subsequently revised with effect from 1<sup>st</sup> December, 2023.

### SCOPE OF THE POLICY:

Any person whether employed or not who is aggrieved being subject to any act of Sexual Harassment at Workplace is covered under this Policy and is entitled for protection and remedial measures under the POSH Policy.

### CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE:

The Company has in place an Internal Complaints Committee (hereinafter referred to as “the Committee”) as required to have been constituted under the the provisions of “*The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*”. The said Committee comprises of the following members:

| Sl. No. | Name of the member                             | Designation       |
|---------|--|-------------------|
| 1.      | Mrs. Sudhanya Sengupta-Company Secretary       | Presiding Officer |
| 2.      | Mr. Sreejit Ghosh-(General Manager-Legal)      | Member            |
| 3.      | Mr. Sanjeev Singh Chauhan-General Manager-HR   | Member            |
| 4.      | Mrs. Soumi Guha Thakurta- External POSH Expert | Member            |
| 5.      | Ms. Kirty Agarwal-JFI                          | Member            |
| 6.      | Mr. Shivajee Pathak-Plant Head                 | Member            |

### PROCEDURE OF FILING A COMPLAINT, ACTIONS THERETO:

#### **Filing of Complaint:**

The aggrieved person is required to submit the Complaint electronically along with supporting documentation and the names and addresses of witnesses to the Committee at [sanjeevs.chauhan@jindalindia.com](mailto:sanjeevs.chauhan@jindalindia.com) within three months from the date of such incident whereby the person is aggrieved.

#### **Conciliation:**

Upon the receipt of Complaint, the Committee may before initiating an enquiry into the Complaint, at the request of the aggrieved woman take steps to settle the matter through conciliation between her and the respondent.

If no conciliation has been requested or conciliation has not resulted in any settlement, the Committee shall proceed to enquire into the Complaint.



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### INTERIN RELIEF DURING PENDENCY OF ENQUIRY:

During the pendency of enquiry into the Complaint, the Committee, if it has reasons to believe, may at its own discretion recommend to the Company any of the following:

1. Transfer the aggrieved person or the respondent to any other workplace;
2. Grant leave to the aggrieved person upto a period of three months in addition to the leave which she is otherwise entitled.

The Internal Complaint Committee shall then enquire into the Complaint and after giving the respondent an opportunity of being heard, may take the following actions against the respondent, depending on the severity of the incident

| In case of minor Incident                                    | In case of moderate incident     | In case of stringent incident                      |
|--|----------------------------------|--|
| Issue Warning to the respondent                              | Withhold Promotion or increments | Payment of Compensation to the complainant.        |
| Reprimand the respondent                                     | Rescinding of Bonus              | Suspension of the Respondent.                      |
| Order respondent to submit written apology to the Complaint. | Carrying out Community Service   | Termination/dismissal from employment              |
|  | Transfer from Present Location   | Initiate legal action under the Indian Penal Code, |

### FALSE ACCUSATIONS:

If the Complaint is found to be false and malicious, the Complainant shall be liable for appropriate disciplinary action.



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## FLOWCHART OF COMPLAINT PROCESS

