

HRD POLICY CIRCULAR

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A. PREAMBLE

This policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

The Ramco Cements Limited (Ramco Cements or Company) is committed to creating and maintaining a secure work environment where its Employees, Agents, Vendors and Partners can work and pursue business together in an atmosphere free of harassment, exploitation and intimidation caused by acts of Sexual Harassment within but not limited to the office premises and other locations directly related to the Company's business.

The objective of this policy is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith.

At Ramco Cements, we have zero-tolerance for sexual harassment. We value each and every employee working with us and wish to protect their dignity and self-respect. In doing so, we are determined to promote a working environment in which persons of both genders complement each other as equals in an environment that encourages maximum productivity and to keep the personal dignity.

We at Ramco Cements are committed towards giving every employee a just and fair hearing on issues encountered by them at the workplace with special attention to sexual harassment. Ramco Cements will take very serious disciplinary action against any victimization of the employee who is complaining or the alleged harasser that may result from a complaint.

B. DEFINITIONS

"Aggrieved woman" in relation to a workplace means, a woman, of any age, whether employed or not includes contractual, temporary, visitors, who alleges to have been subjected to any act of sexual harassment by the Respondent.

"Employee" means a person employed at the 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

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includes a co-worker, a contract worker, probationer, trainee, apprentice or by any other such name.

"Employer" shall mean and refer to Head of Human Resources Department, Corporate Office of the Company (Mr M J Sai Kumar – VP -HRD).

"Respondent" means a person against whom a complaint of sexual harassment has been made by the aggrieved woman.

"Workplace" means in addition to the place of work [Head office / Branch offices, Factories, Mines etc.] it shall also include anyplace where the aggrieved woman or the Respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with the company, including transportation provided for undertaking such a journey.

"Sexual Harassment" means and includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely

- i. Physical contact and advances or;
- ii. A demand or request for sexual favours or;
- iii. Making Sexually colored remarks or;
- iv. Showing pornography or;
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Notwithstanding the above, the following circumstances, among others, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

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

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C. ROLES & RESPONSIBILITIES

1. **Responsibilities of individual employees:** It is the responsibility of each individual to respect the rights of others and to never encourage any form of harassment. It can be done by:
 - a. Refusing to participate in any activity which constitutes harassment
 - b. Supporting the person to reject unwelcome behaviour
 - c. Acting as a witness if the person being harassed decides to lodge a complaint

All employees are encouraged to advise others of behaviour that is unwelcome. Often, some behaviours are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behaviour.

2. **Responsibilities of Managers:** All managers at The Ramco Cements Limited must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment in any form will not be tolerated; that complaints will be taken seriously; and that the Aggrieved Woman, Respondent/s, or witnesses are not victimized in any way.

D. INTERNAL COMPLAINTS COMMITTEE

In accordance with the Act, to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" ('ICC') is constituted and the ICC consists of the following members.

1. Smt. Shyamala Jayaraman - Presiding Officer
2. Dr. Hari Priya - Independent Member
3. Mr. T Mathivanan - Member (Legal)
4. Mr. Prabhu Nambiappan - Member

The Management shall have the right to change the constitution of the ICC as may be required from time to time.

The ICC shall be responsible for:

- Receiving complaints on sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure
- Submitting findings and recommendations of inquiries to Employer
- Maintaining strict confidentiality throughout the process
- Submitting annual reports in the prescribed format

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For the purpose of making an inquiry the internal committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- (a) Summoning and enforcing the attendance of any person and examining him on oath;
- (b) Requiring the discovery and production of documents; and
- (c) Any other matter which may be prescribed.

The inquiry shall be completed within a period of ninety (90) days.

E. LODGING A COMPLAINT

The Aggrieved Women needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace.

The complaint must be lodged within three (3) months from the date of incident/ last incident. The Committee can extend the timeline by another three (3) months for reasons recorded in writing, if satisfied that these reasons prevented the Aggrieved Woman from lodging the complaint.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

If the aggrieved woman is unable to lodge the complaint on account of her incapacity, the following may do so on her behalf, with her written consent.

- Legal heir, relative or friend, or
- Any Co-worker, or
- Any person having the knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

F. RESOLUTION PROCEDURE THROUGH CONCILIATION

- (a) The ICC before initiating the inquiry, at the request of Aggrieved Woman take steps to settle the matter between her and the Respondent through conciliation. Provided however that that no monetary settlement shall be made as a basis of conciliation.

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- (b) In case a settlement is arrived at, the ICC shall record & report the same to the Employer for taking appropriate action. The Conciliation process shall be completed within a period not exceeding two (2) weeks from the date of receipt of the complaint by the ICC.
- (c) Once the matter has been resolved through Conciliation, the ICC shall provide copies of the settlement to Aggrieved Women & Respondent. Once the action is implemented, no further inquiry is conducted.
- (d) Notwithstanding the settlement mentioned in section (c) above, if the Aggrieved Woman informs the ICC that any terms or conditions of the settlement so arrived, has not been complied with by the Respondent, the ICC shall proceed to make an inquiry into the complaint in accordance with this policy or, if required, forward the complaint to the police.

G. REDRESSAL MECHANISM – FORMAL INTERVENTION

In accordance with the Act in force, if the Aggrieved Women warrants a formal intervention, the Aggrieved Women would be required to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint shall be reduced to writing by the receiver of the complaint and signatures of the Aggrieved Women shall be obtained.

H. CONDUCTING INQUIRY

The ICC shall initiate inquiry in the following cases:

- No conciliation is requested by aggrieved woman, or
- Conciliation has not resulted in any settlement, or
- Aggrieved Women informs the ICC that any term or condition of the settlement arrived through conciliation, has not been complied with by Respondent

The Committee shall proceed to make an inquiry into the complaint within a period of one (1) week of its receipt of the original complaint/closure of conciliation/repeat complaint.

I. MANNER OF INQUIRY INTO COMPLAINT:

- The Aggrieved Women shall at the time of filing the complaint, submit to the ICC, six (6) copies of the complaint along with supporting documents and the names and addresses of the witnesses
- Upon receipt of the complaint, the ICC shall send one of the copies of the complaint received to the Respondent within a period of seven (7) working

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days

- The Respondent shall file his reply to the complaint along with all supporting documents, names and addresses of witnesses within ten (10) working days from the date of receiving the copy of the complaint along with the supporting documents.
- No legal practitioner can represent any party at any stage of the inquiry procedure
- The ICC shall make inquiry into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three (3) committee members including the Presiding Officer shall be present.

J. INTERIM RELIEF

During pendency of the inquiry, on a written request made by the Aggrieved Women, the committee may recommend to the Employer to -

- Transfer the Aggrieved Women or the Respondent to any other workplace, or
- Grant leave to the aggrieved woman of maximum three (3) months, in addition to the leave she would be otherwise entitled, or
- Prevent the Respondent from assessing Aggrieved Women's work performance, or
- Grant such other relief as may be appropriate.

Once the recommendations of interim relief are implemented, the Employer will inform the ICC regarding the same

K. TERMINATION OF INQUIRY

The ICC shall have the right to terminate the inquiry proceedings or to give ex - parte decision on the Complaint, if Aggrieved Women or the Respondent fails, without sufficient cause, to present herself or himself for three (3) consecutive hearings convened by the Presiding Officer of the ICC. The ICC shall provide to both parties, atleast seven (7) days' notice in writing, before the termination of the proceedings.

L. INQUIRY PROCEDURE

All proceedings of the inquiry are documented. The ICC interviews the Respondent separately and impartially. The ICC states exactly what the allegation is and who has made the allegation. The Respondent is given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings are prepared which may be shared with the Respondent and Aggrieved Women upon request. Any witnesses produced by the Respondent are also

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interviewed & statements are taken.

If the Aggrieved Women or Respondent desires to cross examine any witnesses, the Committee facilitates the same and records the statements.

In case Aggrieved Women or Respondent seeks to ask questions to the other party, they may give them to the Committee which asks them and records the statement of the other party.

Any such inquiry is completed, including the submission of the Inquiry Report, within ninety (90) days from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties.

M. CONSIDERATIONS WHILE PREPARING INQUIRY REPORT

While preparing the findings/recommendations, following are considered:

- Whether the language used (written or spoken), visual material or physical behaviour was of sexual or derogatory nature
- Whether the allegations or events follow logically and reasonably based on the evidence
- Credibility of Aggrieved Women, Respondent, witnesses and evidence
- Other similar facts, evidence, for e.g. if there have been any previous accounts of harassment pertaining to the Respondent

- Both parties have been given an opportunity of being heard
- A copy of the proceedings were made available to both parties enabling them to make representation against the findings

A copy of the final findings is shared with the Aggrieved Women and the Respondent to give them an opportunity to make a representation on the findings to the committee

N. ACTION TO BE TAKEN AFTER INQUIRY

The ICC shall submit its report containing the findings and recommendations to the Employer, within ten (10) days of completion of the inquiry and such report to be made available to concerned parties.

The findings and recommendations are reached from the facts established and is recorded accurately.

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O. COMPLAINT SUBSTANTIATED

Where the ICC, arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend to the Employer—

- a) To take action for sexual harassment as 'misconduct' in accordance with the policy or rules of the Employer as may be applicable for the offence of misconduct.
- b) To deduct from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the below provisions, provide that in case the Employer is unable to make such deduction from the salary of the Respondent due to his being absent from duty or cessation of employment it may direct to the Respondent to pay such sum to the aggrieved woman:

For the purpose of determining the sums to be paid to the Aggrieved Woman, the ICC shall have regard to—

- i. the mental trauma, pain, suffering and emotional distress caused to the Aggrieved Woman;
 - ii. the loss in the career opportunity due to the incident of sexual harassment;
 - iii. medical expenses incurred by the victim for physical or psychiatric treatment;
 - iv. the income and financial status of the Respondent;
 - v. feasibility of such payment in lump sum or in instalments
- c) The Employer shall act upon the recommendations within sixty (60) days and confirm to the committee

P. MALICIOUS ALLEGATIONS

Where the ICC arrives at the conclusion that the allegation against the Respondent is malicious or the Aggrieved Woman or any other person making the complaint has made the complaint knowing it to be false or the Aggrieved Woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Employer to take action against the woman or the person making the complaint.

The action recommended should be similar to the ones proposed for the Respondent in case of substantiated complaints.

While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry. Where the internal

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Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, then action shall be taken against witness.

Q. CONFIDENTIALITY

The identity of the Aggrieved Women, Respondent, Witnesses, Statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the Employer is considered as confidential materials, and not published or made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the Act.

R. APPEAL

Any person aggrieved with the recommendations made by the ICC, or non-implementation of such recommendations, may prefer an application to the Chief Executive Officer (CEO) of the company (Mr A V Dharmakrishnan) seeking revision of the recommendations made by the ICC. Any further appeal in this regard can be made to court or tribunal in accordance with law. Any appeal so preferred shall be made by the appealing party within a period of ninety (90) days of the recommendations.

S. REVISION OF POLICY

The Company reserves the right to revise, modify or withdraw this policy either in part or in full at any time and in any manner without notice based on management's discretion.