



CIL SECURITIES LIMITED

POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN POLICY **(POSH)**

CIL Securities Limited is committed to a safe, dignified, and inclusive workplace where every person is treated with respect and afforded equal opportunity. We do not tolerate discrimination, victimization, or harassment of any kind, including sexual harassment. This policy is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules, to provide a secure and dignified environment for women at the workplace.

This Act provide protection against sexual harassment of women at workplace and pursuant to:

Article 14 and 15 of The Constitution of India	:	Fundamental Rights of Women Equality
Article 21 of The Constitution of India	:	Right to live with dignity

To practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

IMPORTANT DEFINITIONS

SEXUAL HARASSMENT: 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 favors; or
- (iii) making sexually colored remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

AGGRIEVED WOMAN means:

- (i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

EMPLOYER means:

- (i) in relation to any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organization, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;
- (ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.
Explanation. —For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organization;
- (iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;
- (iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

SCOPE

Coverage: All persons engaged by CIL Securities Limited, whether on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent. This includes employees, co-workers, contract workers, probationers, trainees, apprentices, interns, at CIL Securities Limited premises.

WORKPLACE DEFINITION:

All locations where CIL Securities Limited business is conducted, including offices transportation provided by CIL Securities Limited, virtual/online workspaces, and any location visited for work-related purposes.

THIRD PARTIES:

Vendors, consultants, service providers, and visitors are expected to abide by this policy while on CIL Securities Limited premises or engaging with CIL Securities Limited personnel.

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

As per the Act every employer of workplace shall by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee” and the above said Committee is consisting of

Ms. Shobha Chowdary	: Presiding Officer
Mr. K. K. Maheshwari	: Member
Ms. Santoshi Govindan	: Member
Ms. Lata Toshniwal	: Member

PROCEDURE OF MAKING COMPLAINT OF SEXUAL HARASSMENT

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee constituted 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

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

1. In case of physical incapacity of the aggrieved the complaint filed by their-
 - (i) Relative/Friend
 - (ii) Co-Worker
 - (iii) an officer of the National Commission for Women or State Women's Commission
 - (iv) any person who has knowledge of the incident, with the written consent of the Aggrieved
2. In case of Mental Incapacity of the aggrieved the complaint filed by their-
 - (i) Relative/Friend
 - (ii) a special educator
 - (iii) a qualified psychiatrist or psychologist
 - (iv) the guardian or authority under whose care she is receiving treatment or care
 - (v) any person who has knowledge of the incident jointly with the aggrieved woman's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care.
3. If the Aggrieved Woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.
4. If the Aggrieved Woman is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

The complaint shall be submitted by the complainant to the Internal Complaints Committee in writing or electronically at POSH@cilsecurities.com. The complaint can also be physically submitted to any IC member.

CONCILIATION

The Internal Committee before initiating an inquiry under section 11 with the request of the aggrieved can settle the matter between her and the respondent through conciliation, however no monetary settlements will be taken as a basis of conciliation, in case the settlement has been arrived in section 10(1) the record of the settlement will be forwarded to Managing Director to take action as specified in the recommendation.

The copies of the settlement will be provided to the both aggrieved and the respondent where the settlement is arrived at.

INQUIRY INTO COMPLAINT

The Enquiry will be Initiated as prescribed under Section 11 of the ACT. If the aggrieved is not willing for Conciliation process or the conciliation process not resulted any settlement

- i. Than Complainant will be filed in the Police station within the time span of seven days
- ii. Post Completion of Enquiry the report will be send to district officer

PUNISHMENT OF FALSE ALLEGATIONS

During the course of Inquiry if found that the allegation of aggrieved are than action against the aggrieved will be initiated as prescribed in the applicable laws

SECRACY

The Secrecy will be maintained completely all the evidence and documents will be kept confidential and nothing will be published and make known to public and media

APPEAL

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act, within 90 days of the recommendations being communicated.

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The Company shall review this policy from time to time to ensure compliance of the amendments, if any, that may be made to the Regulations and other applicable laws.

Reviewed on: 28th October, 2024

CHAIRMAN