

## **PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

### **I. COMMITMENT:**

Unilazer is committed to provide a safe work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. We are also committed to promote a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The policy is directed to ensure zero tolerance towards any form of sexual harassment and is committed to take all necessary steps to ensure that none of its employees are subjected to any form of harassment. We further commit to abide by all rules and regulations as laid from time to time in accordance with “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Copy Attached), hereinafter referred to as the Act.

### **II. DEFINITION OF SEXUAL HARASSMENT:**

For the purpose of this Policy, Sexual Harassment, as defined in sec 2(n) of Act, shall include:

- Physical contacts and advances
- A demand or a request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

This list is illustrative and not exhaustive.

### **III. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:**

All employees of the Organization have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

### **IV. INTERNAL COMPLAINTS COMMITTEE:**

Any employee who believes that a supervisor’s, manager’s or other employee’s action or words constitute unwelcome sexual harassment has a responsibility to report or complain, preferably in writing, about the situation as soon as possible to the Internal Complaints Committee or any member thereof established for the purpose. The Organization has instituted an Internal Complaints Committee for redressal of sexual harassment complaint (made by the victim/ third person) and for ensuring time bound treatment of such complaints. The organization shall ensure that all are aware of the act by organizing workshops, awareness sessions and orientation programs especially for the Internal Complaints Committee. The names, telephone numbers and email addresses of the Committee members are given below:

Name	Designation	Role	Phone Number	Email ID
Zenobia Tamboli	EA - Founder	Member	9820199299	<a href="mailto:zenobia.tamboli@unilazer.com">zenobia.tamboli@unilazer.com</a>
Kanchan Bhatia	Sr. Manager	Presiding Officer	9820401111	<a href="mailto:Kanchan@rsvp.in">Kanchan@rsvp.in</a>
Pashan Jal	Creative Producer	Member	9833522222	<a href="mailto:pashan@rsvp.in">pashan@rsvp.in</a>
Sanaya Irani	Creative Producer	Member	9870394747	<a href="mailto:sanaya@rsvp.in">sanaya@rsvp.in</a>
Sagar Bagwe	Manager – HR	Member	9768272172	<a href="mailto:sagar.bagwe@unilazer.com">sagar.bagwe@unilazer.com</a>
Anuradha Maheshwari		External Member	9821138973	<a href="mailto:anuradha@lexmantis.com">anuradha@lexmantis.com</a>
<a href="mailto:Common Group ID – ic@unilazer.com">Common Group ID – ic@unilazer.com</a>				

The Complaints Committee is responsible for:

- Investigating every verbal/ written/ formal written complaint of sexual harassment
- Taking appropriate measures to respond to any allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment
- Following all rules as given in the act

The Management will ensure corrective action on the recommendations of the Internal Complaints Committee and keep the complainant informed of the same. Corrective action may include any/ all of the following:

- a) Formal apology
- b) Counseling
- c) Written warning to the perpetrator and a copy of it maintained in the employee's file.
- d) Change of work assignment / transfer for either the perpetrator or the victim.
- e) Suspension or termination of services of the employee found guilty of the offence
- f) Penal deductions as specified by the act.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

#### **V. PROTECTION TO COMPLAINANT / VICTIM:**

The Organization is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Organization will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

#### **VI. CONCLUSION:**

In conclusion, the Organization reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

*Last Updated on 1<sup>st</sup> February 25.*

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