

PREVENTION OF SEXUAL HARASSMENT

I. POLICY

- a. Deivee Fitness Pvt Ltd is an equal employment opportunity company and is committed to creating a healthy working environment that enables all its employees to work without fear of prejudice, gender bias and a harassment free workplace to all employees without regard to race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability. The Company also believes that all its employees have the right to be treated with dignity. Sexual harassment at the work place or other than the work place if involving an employee or employees is a grave offence and is therefore, punishable.
- b. All guidelines and redressal of grievances related to Sexual Harassment is in complete cognizance with the latest legislation by the Government of India "The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its rules notification published on 9th December, 2013. This Act is to protect against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected herewith or incidental thereto.
- c. At Deivee, all employees are expected to uphold the highest standards of ethical conduct at the workplace and in all their interactions with business stakeholders. This means that the employees have a responsibility to –
 - i. Treat each other with dignity and respect
 - ii. Follow the letter and spirit of the law
 - iii. Refrain from any unwelcome behaviour that has sexual connotation (of sexual nature)
 - iv. Refrain from creating a hostile atmosphere at the workplace via sexual harassment
 - v. Report sexual harassment experienced and / or witnessed to appropriate authorities and abide by the complaint handling procedure of the Company

II. SCOPE

- a. This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees of the Company in India. Local country laws will take precedence over this policy, in other geographies, if applicable
- b. Sexual harassment would mean and include any of the following but not limited to –
 - i. Unwelcome sexual advances involving verbal, non verbal or physical conduct, implicit or explicit;
 - ii. Physical contact or advances;
 - iii. Demand or request for sexual favours
 - iv. Sexually coloured remarks, including but not limited to vulgar / indecent jokes, letters, phone calls, text messages, emails, gestures, etc.
 - v. Showing pornography or the likes
 - vi. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
 - vii. Physical contact and advances such as touching, stalking, sounds which have explicit and/or implicit sexual connotation/overtones, molestation
 - viii. Display of pictures, signs, etc. with sexual nature/connotation/overtones in the work area and work related areas

- ix. Verbal or non verbal communication which offends the individual's sensibilities and affect his/her performance and has sexual connotation/overtone/ nature
- x. Teasing, voyeurism, innuendos and taunts, physical confinement and/or touching against one's will and likely to intrude upon one's privacy

The following circumstances, among other circumstances, 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
- ii. Implied or explicit threat or detrimental treatment in the employment
- iii. Implied or explicit threat about the present or future employment status
- iv. Interference with the work or creating an intimidating or offensive or hostile work environment
- v. Humiliating treatment likely to affect health or safety

An alleged act of Sexual Harassment committed during or outside of office hours falls under the purview of this policy.

c. Definitions –

- Aggrieved Individuals – in relation to a work place is a person of any age, whether an employee or not, who alleges to have been subjected to any act of Sexual Harassment
- Complainant – is any aggrieved individual (if the Aggrieved Individual is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy
- Employee – means a person employed with the Company for any work on permanent, deputation, temporary, consultants, part time, ad hoc or daily wage basis, either directly or indirectly, 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 the employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name
- Respondent – means a person against whom the Complainant has made a complaint
- Workplace – a) premises, locations, establishments, enterprises, institutions, offices, branches or units established, owned, controlled by the Company b) places visited by the employee arising out of or during the course of employment including official events, transportation, accommodation provided by the employer for undertaking such journey

III. COMPLAINT REDRESSAL COMMITTEE

As per the guidelines given by the Law, Internal Complaints Committees (ICC) have been appointed for all administrative units / offices of Deivee Fitness –

- Ms. Pooja Shashidharan- Chairperson / Presiding Officer
- Mr. Darshan M – Member
- Ms. Anshi Chandra–Member
- Ms. Shefali Shetty – Member (External Representative)

IV. REDRESSAL PROCESS

- a. A Complainant can make, in writing, a complaint of Sexual Harassment to the ICC, within a period of three months, from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident. The ICC may, for the reasons to be recorded in writing, extend the time limit, not exceeding three months, if it is satisfied that the circumstances were such which prevented the Complainant from filing a complaint within the said period;
- b. If the Aggrieved Individual is unable to make a complaint on account of his/her physical incapacity, a complaint may be filed by –
 - His/ her relative or friend
 - His/her co-worker
 - An officer of the National Commission for Women or State Women's Commission; or
 - Any person who has knowledge of the incident, with the written consent of the Aggrieved Individual
 - i. If the Aggrieved Individual is unable to make a complaint on account of his/her mental incapacity, a complaint may be filed by:
 - His/ her relative or friend
 - A special educator
 - A qualified psychiatrist or psychologist
 - The Guardian or authority under whose care he/she is receiving treatment or care
 - Any person who has knowledge of the incident jointly with the Aggrieved Individual's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care he/she is receiving treatment or care
 - ii. If the Aggrieved Individual 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 his/her written consent
 - iii. If the Aggrieved Individual is deceased, a complaint may be filed by any person who has knowledge of the incident with the written consent of his/her legal heir
- c. The complaint needs to be in writing and can be submitted electronically to the ICC at HELP@DEIVEE.COM or may be physically submitted to any ICC member. The ICC may but shall not be bound to accept any oral complaints under this Policy.
- d. The committee will maintain a record of the complaints received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- e. The Committee will hold a meeting with the Complainant within five days of receipt of the complaint, but no later than a week in any case.
- f. At the first meeting, the Committee members shall hear the Complainant and record his/her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc. to substantiate his/her

complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for female employees and a male officer for male employees involved shall meet and record the statement.

- g. Thereafter, the person against whom the complaint is made may be called for a deposition before the committee and an opportunity will be given to him / her to give an explanation, where after, an Enquiry shall be conducted and concluded.
- h. In the event, the complaint doesn't fall under the purview of Sexual harassment or the complaint does not mean an offence of sexual harassment, the same would be dropped after recording the reasons thereof.
- i. 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. ENQUIRY PROCESS

- a. The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom the complaint is made.
- b. The Committee shall prepare and handover the Statement of Allegation to the person against whom the complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days receipt of the same.
- c. The Complainant shall be provided with a copy of the written explanation submitted by the person against whom the complaint is made.
- d. If the Complainant or the person against whom the complaint is made desires any witness/es to be called, they shall communicate in writing to the committee, the names of witness/es that they propose to call.
- e. If the Complainant desires to tender any documents by way of evidence before the committee, he / she shall supply original copies of such documents. Similarly, if the person against whom the complaint is made desires to tender any documents in evidence before the committee he/she shall supply original copies of such documents. Both shall affix his/her signature on the respective documents to certify these to be original copies.
- f. The Committee shall call upon all witnesses mentioned by both parties.
- g. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom the complaint is made for putting forward and defending their respective cases.
- h. The Committee shall complete the Enquiry within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Director of Deivee Fitness within a period of ten days from the date of completion of enquiry and such report shall be made available to the concerned parties. The report of the committees shall be treated as an enquiry report on the

basis of which an erring employee can be awarded appropriate punishment straightaway.

- i. The Director will direct appropriate action in accordance with the recommendation proposed by the Committee
- j. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

VI. OTHER POINTS TO BE CONSIDERED

- a. The committee may recommend to the Director, action which may include transfer or any other appropriate disciplinary action.
- b. The Deivee management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- c. Where sexual harassment occurs as a result of an act by any third party or outsider, Deivee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- d. The committee shall analyze and put up a report on all complaints of this nature at the end of the year for submission to the Director.
- e. In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management for making a police complaint.
- f. Penal consequences of Sexual Harassment –
In addition to the action which the Management may initiate under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013, the following liability may arise under the Indian Penal Code.

Under the Indian Penal Code (IPC), the newly introduced section (S.354 A) which deals with sexual harassment has made this a 'cognizable offense', i.e. a person charged with sexual harassment may be arrested without warrant.

- i. A man committing any of the following acts-
 - 1. Physical contact and advances involving unwelcome and explicit sexual overtures or
 - 2. A demand or request for a sexual favour or
 - 3. Showing pornography against the will of a woman or
 - 4. Making sexually coloured remarks

shall be guilty of the offense of sexual harassment.

- ii. Any man who commits the offence specified in clause (1) or clause (2) or clause (3) above, shall be punished with rigorous imprisonment for a term which may extend to 3 years, or with fine, or both.

- iii. Any man who commits the offense specified in clause (4) above shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.
- iv. In addition, acts of sexual harassment may also constitute other offenses under IPC including Section 354 (assault or criminal force to women with intent to outrage her modesty). Section 354C (Voyeurism), Section 354D (Stalking), Section 375 and 376 (Rape) and Section 509 (word, gesture or act intended to insult the modesty of a woman) of the IPC.