

**Policy on  
Prevention of Sexual Harassment at the  
Workplace  
Mahindra Logistics Limited  
and Subsidiaries**

Name of the Document	Policy on prevention of sexual harassment at the workplace
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**Background:**

It is our endeavor to keep our workplace at Mahindra Logistics Limited ("Company") and its subsidiaries safe, transparent, and friendly for people to work in. Understanding employees and giving them the confidence that their workplace is fair, transparent, and safe has been a core philosophy. The Government has recently released an act on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act"). To ensure compliance and more, we have drafted the policy on Sexual Harassment as below.

**Applicability of this policy:**

This applies to:

- All women, who are employed with the Company including but not limited to permanent, contractual or temporary employees ("Employee")
- All women, who visit the Premises of the Company for any purpose, such as customers, visitors etc. ("Aggrieved Woman")
- All employees irrespective of their gender, gender identity and expression and sexual orientation.

**Scope of this policy:**

This policy would extend to all the locations of the Company. The possible locations could be:

- any of the business locations of the Company; or
- any external location visited by an Employee due to or during employment with the Company, such as business locations of other organizations/entities, guest houses, hotels etc.; or
- any mode of transport provided by the Company (or a representative of the Company) to an Employee for undertaking a journey to and from the locations mentioned above.
- The definitions (i)- (iii) are together referred to as "Premises".

**Complaints handling process:**

The Company has established the following process to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively, and expeditiously.

**Formation of internal complaints committee for sexual harassment**

The "Internal Complaints Committee" ("Committee") will be constituted at a central level with members from across the company and its subsidiaries. The CEO along with VP - HR will be responsible for the formation of the Committee and ensuring that all the complaints are addressed by the Committee. The constitution of the Committee will be as per the provisions of the Act. The Company will at all locations publicly display the same in common areas accessible to employees and visitors, alike.

The Committee will be constituted as per the following guidelines at all the locations of the Company:

In case a senior level employee woman employee is not available, the Presiding officer can be nominated from other administrative offices of the Company.

- It is mandatory that at least one-half of the total members of the Internal Complaints Committee so appointed be women members.
- The presiding officer and every member of the Internal Complaints committee shall hold office for such period, not exceeding three years.

Category of the member	No. of members	Remarks
Presiding Officer	1	A senior level woman employee to be appointed as Presiding Officer of the Committee
Employee	2 or more	Employees of the Company committed to the cause of women or having experience in social work or legal knowledge to be nominated as a part of the Committee.
NGO or Associations committed to the cause of women	1	A member from an NGO or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment to be nominated as a part of the Committee

**Please see Annexure 1 for the details of the IC members.**

### **Process for dealing with incidents of sexual harassment**

Any affected employee who experiences sexual harassment at the Premises must file a complaint in writing to the relevant Committee within 3 months from the date of the incident. However, this time limit may be extended by the Committee if there are substantial reasons, justifications or circumstances which have prevented the employee from filing this complaint. In the event of the physical or mental incapacity or death of the affected employee, the respective heirs can also file such a complaint on their behalf.

The complaint copy can be sent to [icc.mll@mahindra.com](mailto:icc.mll@mahindra.com) with the name of the complainant. Anonymous complaints cannot be admitted under the said law.

### **Settlement**

After filing such a complaint, if the affected employee so requests, prior to initiating an inquiry, the Committee can try to settle the matter through conciliation, provided that no monetary settlement shall be made as a basis of such conciliation. If such a

settlement is reached, the Committee will record the settlement and action will be taken by the Company as specified in the recommendation. Copies of the settlement will also be provided to the affected employee and the respondent. However, it is to be noted that where a settlement is arrived at, no further inquiry will be made by the Committee, unless the terms of settlement have not been complied with.

### **Inquiry**

- If the affected employee does not request for a settlement, then, on receipt of such a complaint, the Committee will immediately arrange to fully investigate all relevant details of the matter.
- The Committee shall make the inquiry into the complaint in accordance with the principles of natural justice.
- A minimum number of 3 members of the Committee, including the Presiding Officer, should be present for conducting the inquiry.
- Both parties will be given reasonable opportunity to be heard by the Committee. A copy of the findings shall also be given to both parties to enable them to make representations against the findings before the Committee.
- This inquiry will be completed within 90 days. Further, within 10 days of completion of the inquiry, the Committee will formally record the result of the inquiry and forward its recommendations for appropriate action to the concerned officers of the Company who will act upon such recommendations of the Committee within 60 days.
- An appeal to the decision of the Committee may be preferred within a period of 90 days to a court or tribunals may be prescribed under the Act.

### **Interim Relief**

Where an inquiry is initiated on a complaint then, if the complainant so desires, employee can request for any of the following actions to be taken during the pendency of the complaint as an interim measure of relief:

- transfer of either of the parties to any other workplace; or
- Grant of leave to the complainant up to a period of 3 months; or
- restraining the respondent from reporting on the work performance of the complainant or writing her confidential report and assign the same to another officer; or
- Grant such other relief to the complainant as may be prescribed under the Act.

The Committee may provide such recommendations to the Company to implement. The leave granted to the complainant will be in addition to the leave she would be otherwise entitled to.

### **Procedure to be followed by the Committee for conducting an Inquiry**

To conducting an inquiry into any complaint received by it from an affected employee, the Committee may:

- summon and enforce the attendance of any person and examine the employee on oath
- require the discovery and production of documents; and
- perform or require performance of any other such act which may be prescribed under

the Act.

### **Action against the Offender**

- Necessary action, including but not limited to such disciplinary action as may be specified in the terms of employment of the offender(s), will be taken about such offender(s) based on the circumstances and seriousness of the offence.
- If the Committee so deems fit and appropriate, then it may direct the respondent to pay compensation to the complainant (either through deduction from salary or in case respondent has left the Company or is on leave, then direct payment).
- If such compensation is not paid, then recovery of this amount will be done as an arrear of land revenue.

### **Invocation of Indian Penal Code**

If the aggrieved employee chooses to file a complaint in relation to the offence under the Indian Penal Code or any other applicable law, the Company will provide such assistance to the aggrieved, as maybe required. Furthermore, the Company may also cause to initiate action, under the Indian Penal Code or any other applicable law, against the offender. In the event that the offender is an employee of a different entity/organization/company, then the company will cause to initiate action in the workplace at which the incident of sexual harassment took place, if the aggrieved employee so desires.

### **False, Frivolous or Malicious Complaints**

Where the Committee arrives at a conclusion that the allegation against the offender is malicious or the complainant has made the complaint knowing it to be false or has produced any forged or misleading document, then the same will be viewed very seriously by the company and appropriate action will be taken against such complaints.

### **Confidentiality of the Complainant**

Any complaints or incidents reported under this policy shall be treated with all possible care, sensitivity, and discretion in protecting the sensibilities of the affected person and no information will be divulged publicly or to any third party which can enable identification of the identity of the affected person. As the Act has come into force from, all locations are advised to implement the said policy and ensure adherence to the provisions of the Act and the rules.

### **Preparation of Annual report and compliance with appropriate Government:**

The Committee will prepare the annual report in accordance with Section 21 of the Act which shall contain the following details:

- a. Number of complaints of sexual harassment received in the year
- b. Number of complaints disposed of during the year
- c. Number of cases pending for more than 90 days
- d. Number of workshops or awareness programs against sexual harassment carried out
- e. Nature of action taken by the concerned officers of the Company.

The annual report will be submitted to the CEO of the Company.

It will be the duty of the Internal Complaints Committee to file annual report with the District Officer notified under **Section 5** of the Act by the appropriate Government. We shall continue to conduct orientation programs and create forums for dialogue, so that the employees are aware of the provisions of the Act.

## **ANNEXURE 1**

<b>Sr. No</b>	<b>Internal Complaints Committee</b>	<b>Membership</b>
1	Mansi N Nagri	Presiding Officer
2	Supriya Rehill Sahi	Secretary
3	Bina Lashkhari	External Member
4	Prasanna Pahade	Member
5	Vishal Barnabas	Member
6	Pradeep Zoting	Member
7	Viraj Mittal	Member
8	Adhersh B	Member
9	Athmarama Shetty	Member
10	Roohi Hegde	Member
11	Shailja Arora	Member
12	Shoma Singh	Member
13	Rushi Jena	Member
14	Priya Phogat	Member