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## **POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE**

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**Last Updated on: 01-02-2025**



## 1. INTRODUCTION:

Neogen Chemicals Limited (NCL) is a Public Listed Company incorporated on 07/03/1989, operating in the niche areas of bromine and lithium-based chemical compounds and various specialty chemicals. NCL upholds the dignity of every employee working in the organization and fosters growth through creating a positive and congenial work environment. We have also expanded our portfolio to 198 diverse products which are marketed to customers across multiple sectors in 27 countries. We have, thus, successfully created a business model to avoid sectorial and geographical risks. Our business has been built on solid foundation and has stood the test of time by continuously showing growth in the 28 years of existence.

Sexual harassment at workplace has been identified as one of the areas by NCL where the employees need to be protected for her own personal and professional development. NCL has drafted this policy on sexual harassment at the work place as the organization values and respects each individual employee.

This also complies with the new Act, The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and Supreme Court directive to employers to have such a policy supported by appropriate grievance Redressal mechanism.

## 2. SCOPE OF THE POLICY

The policy is applicable to all female employees and to all the employee, irrespective of their level, across all the offices and factories (viz. Thane, Mahape, Nerul, Karakhadi, Patancheru and Dahej SEZ) of Neogen Chemicals Limited (“NCL”) and also to third parties associated with NCL. The third party with respect to NCL would include the off roll female employees, retainership, volunteers, students, and visitors etc. who are associated to the organization. An Internal Complaints Committee (“ICC”) will be formed by the organization, which will undertake preventive action as well as it will act as a grievance redressal body where complaints of sexual harassment at the work place will be contemplated. The committee will have representation of the members from across all staff cadres.



### **3. OBJECTIVE**

The objectives of this policy are as follows:

- a) To reinforce the commitment of NCL to ensure a work culture and organizational climate, free from discrimination and harassment with particular focus on gender based discrimination and sexual harassment.
- b) To comply with the directive of the said law of India (read with NCL Code of Conduct) to develop and implement a system for prevention and redressal of grievances of sexual harassment of women at the work place.
- c) To uphold women right to protection against sexual harassment and the right to livelihood, the right to equality and to live with dignity and towards that end for the prevention and redressal of sexual harassment of women.
- d) To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at workplace within the jurisdiction of NCL.
- e) To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps including the constitution of appropriate Committees for purposes of redressal and gender sensitization and to conduct enquiries into complaints of sexual harassment.

The operational definitions of the following terms will be considered by the committee while dealing with these complaints.

### **4. DEFINITIONS AND EXPLANATIONS**

#### **4.1 Definitions**

##### **4.1.1. Sexual harassment:**

Sexual harassment is hereby defined as any conduct that is sexual in nature and unwelcome, imposed and unreciprocated by the recipient. This type of harassment is defined by its impact on the recipient and not the intent of the harasser. The impact may cause deep effect on the receiver of such harassment thus causing the work environment to become



unfavorable. Such harassment may negatively impact the performance of the person at the receiving end of this. Sexual harassment is identified into two primary categories:

- 1) Quid Pro Quo harassment.
- 2) Hostile environment harassment.

**Quid pro quo:**

This refers to the demands for sexual favors made by the offender to the recipient of favorable work conditions, increase in salary, higher position in the organization, etc.

**Hostile environment:**

This refers to the creation of unfriendly atmosphere for the recipient of sexual harassment by the harasser due to refusal of granting sexual favors, thus making the organizational environment non-conducive and less productive.

**Sexual harassment:** The Sexual Harassment means one or more of the following "unwelcome acts or behavior" (whether directly or by implication) namely:

- a) Physical contact and advances;
- b) Sexual coloured remark;
- c) Showing pornography;
- d) A Demand or request for sexual favours;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Explanation**

The following circumstance, among other circumstances, if it occurs or is present in relation to or connected with act or behaviour of sexual harassment may amount to sexual harassment:

- a. Implied/explicit promise of preferential treatment in her employment.
- b. Implied or explicit threat of detrimental treatment in her employment.



- c. Interference with her work or intimidating or offensive or hostile work environment.
- d. Humiliating treatment likely to affect her health/safety.

The sexual harassment would include any unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by other means, would include but not limited to:

- a. Unwelcome sexual advances or propositions, whether it involve physical touching or not;
- b. Sexual epithets, written (e.g. via SMS, calls, emails etc.) or oral references to sexual conduct, abusive comments about personal sexual activity, life, deficiencies or prowess;

It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not would be determined subject to the proper enquiry by the ICC for the redressal.

#### 4.1.2 Work place:

Work place includes all the offices and factory premises (viz. Thane, Mahape, Nerul, Karakhadi and Dahej SEZ) of NCL where the employees of the organization carry out tasks to further the organizational goals and objectives. This will not include any place of work/factory premises/offices that is beyond NCL premises/ workplace and control. However the aggrieved party will be provided support to carry out necessary action as and when required.

#### Explanation:

- a) Any reference to **Offices** in this policy or **Administrative Units** of the Workplace shall mean its Thane office and Baroda Office.
- b) Any reference to **Factory/ Factories** shall mean its plant located at Mahape, Nerul, Karakhadi, Patancheru and Dahej SEZ.



#### 4.1.3 Employee/Staff:

An employee of NCL is an individual who has been appointed by the organization to carry out certain tasks so as to further the organizational goals and objectives. It covers all the staff on the payroll including the field staff, part time staff, incentive based, consultant, students, Retainer's, Visitors etc. and also the third parties associated with NCL. The third party with respect to NCL would include the off roll female employees, retainership, volunteers, students, and visitors etc. who are associated directly or indirectly to the organization.

#### 4.1.4 Contractual & Casual:

The contractual / casual staffs refer to any individual working for NCL in any of the company's premises (Thane, Mahape, Baroda, Patancheru and Dahej) and whose nature of job is temporary.

#### 4.1.5 Third party:

A third party refers to any individual or member of any group/organization that is/are associated with NCL. Examples of third party include sexual harassment to NCL's Staff by the volunteers, students, retainer's, visitors, community members, NGOs.

**4.1.6. "Internal Complaints Committee"** means a committee as constituted pursuant to clause 5 of this Policy to investigate complaints of sexual harassment referred to it and make appropriate recommendations to the relevant management team.

**4.1.7 "Management / Management Team"** shall refer to/ consist of following personnels:

- 1) Mr. Haridas Kanani
- 2) Dr. Harin Kanani



**5. CONSTITUTION OF "INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT".**

The key items of ICC are as enlisted below:

**(A) SCOPE**

The ICC shall be formed by the NCL to deal with complaints of sexual harassment at workplace for employees of NCL. The ICC will work in coordination with the management of NCL and shall ensure proper identification and investigation and follow-up of cases of sexual harassment that may arise and make recommendations to the Board of Directors of the Company/ Management. The ICC will also ensure preventive action to be taken to avoid sexual harassment at the work place.

**(B) MEMBERS**

There ICC shall consist of four (4) individuals elected by the management of NCL to be members of the ICC namely.

a. The Chairperson/Presiding Officer who shall be a woman employed at a senior level at the Offices of NCL from amongst the employees;

Provided that in case a senior level woman employee is not available at the Office, the Chairperson shall be nominated from any of the factory premises of the workplace referred to in clause 4.1.2 of this policy.

Provided further that in case the offices or administrative units or the factory premises of NCL do not have a senior level woman employee, the Chairperson shall be nominated from amongst the Department Heads at the office or Factory premises of NCL ;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;



(c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women. Further, the Chairperson of the committee has to be a woman. In case of differences of opinion, the decision of the majority of the committee members will prevail.

**(C) TERM:**

The Chairperson and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

**(D) FEES:**

The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Management, as may be prescribed.

**(E) CONTRAVENTION BY MEMBERS:**

Where the Chairperson or any Member of the Internal Committee or the Management:-

(a) Contravenes the provisions of section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Chairperson or Member, as the case may be.





Shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of the Sexual Harassment of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013 .

#### **(F) SELECTION OF MEMBERS**

Members will be selected based on their commitment and sensitivity to the issue. They must be gender sensitive and compassionate individuals. They must be non-judgmental and tactful in their approach of handling such cases.

#### **(G) TERMINATION OF MEMBERSHIP**

Membership will be terminated in the event of retirement or resignation of a member from his/her post in the organization, or if a member has been found guilty in a case of sexual harassment. Membership will also be transferred to another person after the completion of one year tenure.

#### **(H) APPOINTMENT OF NEW MEMBERS**

New members will be appointed by the ICC. An individual who has been previously elected as a member on the committee can be elected again.

#### **(I) MEETINGS**

Meetings will be held as and when required. The venue and the time for the meetings will be as per the decision of the members of the committee.

#### **(J) CONTACT DETAILS OF MEMBERS**

The contact details of members and chairperson of the ICC, as well as of the First Information contact persons will be made available to all employees and associates of NCL.



The Internal Complaint Committee against Sexual Harassment , shall consist of the following with effect from 01-02-2025 and the same shall be subject to re-constitution as and when a member completes its term of 3 years or due to appointment of new member or resignation of old member:

**ICC AT HEAD OFFICE:**

NAME	DESIGNATION	CONTACT DETAILS
Rupal Mehta	Chairperson/ Presiding Officer	8657560313
Manisha Rodrigues	Member	8657427271
Avi Sabavala	Nominated Member	9825086307
Anurag Surana	Member	022-25497300
Unnati Kanani	Member	8291240072

**ICC AT BARODA OFFICE AND KARAKHADI PLANT:**

NAME	DESIGNATION	CONTACT DETAILS
Rupal Mehta	Chairperson/ Presiding Officer	8657560313
Manisha Rodrigues	Member	8657427271
Avi Sabavala	Nominated Member	9825086307
Manish Dalvi	Member	9833567884
Unnati Kanani	Member	8291240072

**ICC AT DAHEJ PLANT:**

NAME	DESIGNATION	CONTACT DETAILS
Rupal Mehta	Chairperson/ Presiding Officer	8657560313
Manisha Rodrigues	Member	8657427271
Avi Sabavala	Nominated Member	9825086307
Manish Dalvi	Member	9833567884
Unnati Kanani	Member	8291240072


**ICC AT MAHAPE PLANT:**

<b>NAME</b>	<b>DESIGNATION</b>	<b>CONTACT DETAILS</b>
Rupal Mehta	Chairperson/ Presiding Officer	8657560313
Manisha Rodrigues	Member	8657427271
Avi Sabavala	Nominated Member	9825086307
T C N Sai Krishnan	Member	9870034900
Unnati Kanani	Member	8291240072

**ICC AT PATANCHERU PLANT**

<b>NAME</b>	<b>DESIGNATION</b>	<b>CONTACT DETAILS</b>
Rupal Mehta	Chairperson/ Presiding Officer	8657560313
Manisha Rodrigues	Member	8657427271
Avi Sabavala	Nominated Member	9825086307
Shyamsunder Upadhyay	Member	9833567877
Unnati Kanani	Member	8291240072

**6. GUIDELINES FOR PLACING A COMPLAINT**
**(A) APPLICATION**

A written application will be required to be given to the ICC, which will then be deliberated upon. Any employee/complainant may lodge a complaint of sexual harassment against any other employee to the chairperson or to any member of the complaints committee with intimation to the HR Department. The application must be made in writing to the ICC and shall consist of all the details of the event/s of sexual harassment that occurred, as well as the name of the alleged offender and the same will be dealt with in strict confidence by the committee members. Approximate date/time of the event/s could also help during investigation. The complaints should be sent at the earliest, but preferably within 30 days from the date of occurrence of the alleged incident provided that certain cases may be accepted by the management and ICC at



their own discretion after the expiry of the said period on the basis of reasonable grounds and if deemed fit.

### **(B) CONTACT**

The Chairperson of the committee shall, within 7 working days of the receipt of such a complaint, personally meet or designate a member of the complaints committee to meet the employee who has made the complaint and record the statements made at such meeting. During this meeting the employee is also expected to present any corroborative material/evidence to substantiate the complaint.

After the meeting with the complainant, and on satisfaction of the existence of a prima facie case of Sexual Harassment, the chairperson shall call for a committee meeting within the next 7 working days.

During this meeting of the complaints committee, the person accused of the harassment will be called. The complaints committee will communicate the complaint to the person accused where he/she will be given an opportunity to give his/her views of the situation.

An initial interview with the applicant will commence the investigation of the case. After having heard both the parties, the ICC shall thoroughly investigate (meet the complainant, enquire into evidence provided, meet the witnesses, consult with experts etc.) the complaint and make a report of its findings within the next two weeks. This report of the enquiry should be signed by all the committee members present during the enquiry and will be submitted to the relevant Management Team.

### **(C) CONFIDENTIAL INVESTIGATION**

Confidentiality will be maintained during the investigation. The committee will ensure that no other individuals will know of the complaint besides the applicant and the witnesses, if any, brought in by the applicant. Investigation must be carried out and completed within a period of one month from the date of receipt of complaint. If required a cross examination of the complainant and the accused and if any witness available can be done. This will be at the discretion of the Committee Members. At any stage of the



proceedings, if the aggrieved women wish to withdraw her complaint, the committee shall permit her to withdraw the complaint and if an inquiry has commenced, shall discontinue the inquiry. In case of withdrawal if it is brought to the notice of the committee that, pressure is being brought on the complainant or the witnesses to withdraw their statements or not go through the proceedings conducted by the Committee then the Committee will record this and the same shall be placed before the Board for noting in its next upcoming Board Meeting.

#### **(D) PRINCIPLE OF NATURAL JUSTICE**

The principle of natural justice will be adopted during investigation. Thus, both parties, the applicant as well as the alleged offender, will be given a platform to produce their respective views of the event/s and will be given a chance to explain their sides. The investigation will include interviews with witnesses produced by both sides, as well as other intervention that may be required. A copy of the investigative report, which consists of the investigation findings, will be given to both parties at the end of the investigation, as also a copy of the recommendations made by the ICCs to the management will be submitted to both parties. In case of any settlement brought about by the Committee must be mutually acceptable to both the aggrieved woman and defendant.

#### **(E) PUNITIVE ACTION**

Action to be taken will be recommended by the ICC, based on the findings from the investigative report. These will be reviewed by the management and as joint decision will be taken up. Punitive action could be in the nature of transfer, termination, slash the remuneration, consideration in annual performance appraisal, and demand for an apology to the victim, or any other, as deemed fit by the ICC. The decision for punishment will be based on the impact of the harassment on the recipient of the same.

#### **(F) RECOMMENDATIONS**

Recommendations will be made by the ICC to the Management Team. These may be to bring into effect policy change/modification, or else to carry out some preventive action.



**(G) APPEAL PROCEDURE:**

If the victim of sexual harassment feels unsatisfied with the outcome of his/her complaint to the Complaints Committee as the case may be, he/she may appeal to the Management. The Management after hearing the appeal shall review the case and present their recommendations to the Board of Directors for their action.

**(H) CRIMINAL PROCEEDINGS:**

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, Neogen Chemicals Limited shall support the victim in initiating appropriate action in accordance with law.

**7. DISCIPLINARY ACTIONS**

The investigative report, findings and recommendations of a case of sexual harassment must be duly forwarded to the management to effect action. Once the committee has reached a decision, management must acquiesce with its recommendations in the following manner:

1. If the accused is found guilty, no recognized victim will be forced to work under or with that person. If such a provision requires the transferring of people, the victim's preferences should take priority.
2. If the committee reaches a verdict of guilty it must then decide upon the appropriate penalty and disciplinary action against the accused. This decision may take into account past offences, if any. In other words, repeat offenders may be given harsher penalties.
3. Penalties may be broadly grouped as:



**A. Minor Penalties:**

- a. The harasser is required to write a letter of apology to the victim.
- b. Management writes a letter of reprimand to the harasser including a warning against further activity.
- c. Harasser is suspended.
- d. Management withholds the increment from harasser for one year.
- e. The harasser is fined up to Rs. 2000 or more depending on the position.

**B. Major Penalties:**

- a. The harasser is demoted.
- b. Management terminates employment of the harasser.
- c. Management withhold the increment from harasser for more than one year
- d. The harasser is fined more.
- e. If the harasser is a service taker or third party, management terminates service to the harasser.

4. If the Committee is of the opinion (based on the substantiated facts) that the complaint of sexual harassment was made falsely and with malicious intent, then such action will be considered misconduct. In such case the committee may make a recommendation of the appropriate action against the accused to the management.

**8. ACTION FOR FALSE COMPLAINT**

Where the committee arrives at conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making an allegation has produced false or misleading documents/evidence, it may recommend to the Management to take action against the women making false allegation. A mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this act. Malicious intent on the part of the complainant shall be established after the enquiry in accordance with the procedure prescribed, before any action prescribed.



**9. MANAGEMENT OBLIGATIONS:**

The management of Neogen Chemicals Limited is required to carry out all action recommended by the ICC, as well as to take action against the individual/group found to be guilty of sexual harassment at the work place. In case there are differences of opinion in terms of the punitive action/ disciplinary action to be taken against the offender, the Committee's decision over rides that of management.

**10. EMPLOYEE EDUCATION:**

All employees will be made aware of this policy by circulating this policy and ensuring that they have read the same by getting their signoff. A copy of this policy will be given to all new employees on joining.

**11. IMPLEMENTATION:**

This policy will be implemented across all the NCL offices with effect from 01-02-2025.

**12. DISCLAIMER:**

This document is the sole property of NCL and may not be copied, used or disclosed for any purposes except as authorized in writing by NCL. The provision of the said shall prevail in case of any inconsistency arise with Policy term.

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