



Sexual Harassment workplace Policy & Rules for employees

- Complaints regarding sexual harassment have to be addressed to the HR Department, which will be investigated in a time-bound manner
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable of appropriate disciplinary action by the Management
- Such unwelcome behavior of a male employee towards a female employee (whether directly or by implication) as:
 - Physical contact and advances
 - A demand or request for sexual favours
 - Sexually coloured remarks
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature "
 - Sexually charged jokes are avoided
 - Any explicit or implicit communication wherein a sexual favor or demand, whether by words or an actions, is made condition for an individuals employment, career progress, promotion etc.
- All incidents of sexual harassment will result in termination of employment

HR.P.022