

# H R B FLORICULTURE LIMITED

**CIN: L01300RJ1995PLC009541**

Registered Office: A-28, Ram Nagar, Shastri Nagar, Jaipur-302016

Ph. +91-141-2303098, 2303097(Telefax), E-mail:hrbflrtd@yahoo.com, Website: www.hrb.co.in

## **Policy of the Company under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

### **1.0 Objective**

H R B Floriculture Limited ('the Company' or 'H R B') is committed to providing a work environment free from harassment of any kind and in particular, a work environment that does not tolerate sexual harassment. We respect dignity of everyone involved in our work place, whether they are employees (permanent, contractual, temporary and trainees). We require all employees to make sure that they maintain mutual respect and positive regard towards one another.

### **2.0 Definition of sexual harassment**

- a) Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and mutual. Physical conduct of a sexual nature includes all unwanted physical contact.
- b) Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, objectionable sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them.
- c) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature or inappropriate inquiries, and unwelcome whistling directed at a person or group of persons.
- d) Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects in any media.
- e) 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, as defined in (a) above, may amount to sexual harassment:—
  - i. Implied or explicit promise of preferential treatment at work; or
  - ii. Implied or explicit threat of detrimental treatment at work; or
  - iii. Implied or explicit threat about present or future employment status; or
  - iv. Interference with work or creation of an intimidating or offensive work environment; or
  - v. Humiliating treatment likely to affect health, safety or self-esteem.

### **3.0 Policy statement**

- a) All HRB employees will maintain high standards of dignity, respect and positive regard for one another in all their dealings.
- b) All HRB employees will understand and appreciate the rights of the individual to be treated with dignity.
- c) All HRB employees are required to maintain a work environment, which is free from any kind of harassment.
- d) HRB employees will refrain from committing any acts of sexual harassment at work place.

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- e) Allegations of sexual harassment will be dealt seriously, expeditiously, sensitively and with confidentiality.
- f) HRB employees will be protected against victimization, retaliation for filing or reporting a complaint on sexual harassment and will also be protected from false accusations.

## **4.0 Procedure for dealing with complaints of sexual harassment**

- a) If the person believes that she has been subjected to sexual harassment, then the complaint/ grievance should be promptly reported to the HR Manager or the Department Head.
- b) Ideally, the complaint should be lodged immediately or within a reasonable period of 3 months from the date of incident/last incident.
- c) All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner.
- d) Any victimization of, or retaliation against, the complainant or any employee who gives evidence regarding sexual harassment or bullying will be subject to disciplinary action up to and including termination of employment.
- g) In case, the complaint lodged is found to be false, malicious or forged and misleading documents have been produced, the HR Manager or the Department Head, post investigations may recommend disciplinary action against the complainant.

## **5.0 Disciplinary Action**

In case any such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the company shall initiate appropriate action in accordance with the law by lodging a complaint with the appropriate authority.

Sexual harassment will not be tolerated at H R B. If the outcome of an investigation by the Internal Complaints Committee shows that harassing behaviour has taken place, the harasser will be subject to disciplinary action up to and including termination of employment.

## **6.0 Confidentiality**

The contents of the complaint, the identity and addresses of the aggrieved staff member, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by HRB shall not be published, communicated or made known to the public, press and media in any manner. All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner.

## **7.0 Applicability**

The Policy shall be applicable on all employees of H R B Floriculture Limited.