



BAFNA PHARMACEUTICALS LIMITED

REGD. OFFICE: "BAFNA TOWERS" 299, THAMBU CHETTY STREET, CHENNAI-600 001, INDIA.
PHONE: 044-25267517/25270992/42677555, FAX: 91-44-25231264, Email: info@bafnapharma.com, Website: www.bafnapharma.com
CIN : L24294 TN1995PLC030698

Sexual Harassment Policy

Purpose:

Purpose of this policy is to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

This policy extends to all employees including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, secondees and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours.

Definition of sexual harassment:

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct:

1. Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
2. Physical violence, including sexual assault
3. Physical contact, e.g. touching, pinching
4. The use of job-related threats or rewards to solicit sexual favours

Verbal conduct:

1. Comments on a worker's appearance, age, private life, etc.
2. Sexual comments, stories and jokes.
3. Sexual advances.
4. Demand or request for sexual favours.
5. Repeated and unwanted social invitations for dates or physical intimacy.
6. Insults based on the sex of the worker.
7. Condescending or paternalistic remarks.

Any other unwelcome physical, visual, verbal or non-verbal conduct of sexual nature including but not limited to cat-call, wolf/finger whistle, vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures etc.



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Making sexually coloured remarks or remarks of sexual nature about a person's clothing or Body & Showing pornography;

(a) "**Aggrieved Individual**" means in relation to a workplace, a person, of any age, whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent and includes contractual, temporary employees and visitors.

(b) "**Complainant**" is any aggrieved individual (including a representative as more fully described under Rule 6 of the said Rules, 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.

(c) "**Employee**" as defined under the Act and means a person employed with the Company for any work on permanent, temporary, part-time, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, who 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 employment are expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

(d) "**Employer**" means person who are responsible for management, supervision and control of the workplace including appointment/removal/termination of employees and will include 'Director and General Manager', 'Chief People Officer (CPO)' and 'Chief Operating Officer (COO)'.

(e) "**Internal Committee**" means and includes an Internal Complaints Committee (hereinafter referred to as the "ICC").

(f) "**Member**" means a member of the ICC.

(g) "**Presiding officer**" means the presiding officer of the ICC and shall be a woman employed at a senior level at the workplace amongst the employees.

"**Respondent**" means a person against whom a complaint of alleging sexual harassment has been made under this policy.

"**Parties**" means collectively the complainant and the respondent.

"**Workplace**" means establishments, enterprises, institutions, offices, branches, premises, locations or units established, owned, controlled by the Company or places visited by the employees out of or during the course of employment including accommodation, transportation provided by the employer for undertaking such journey.

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Procedures & Guidelines

Composition of Internal Complaints Committee:

Pursuant to the relevant provisions of the Act, an Internal Complaints Committee (ICC) has been constituted to prevent sexual harassment and to receive and effectively deal with complaints pertaining to the same. Below is the list of members of the ICC constituted by the Company.

Sl. No	Name	Designation	Contact No.	Email ID
1	Hemalatha S	Chairperson	9551288010	icc@bafnapharma.com
2	Ashitha K	Member	9551288050	icc@bafnapharma.com
3	Geetha S	Member	8778341927	accounts@bafnapharma.com
4	Kanchanadevi	Member	9445149001	gagoffice@bafnapharma.com
5	Nicksha	Member	9445149001	micro@bafnapharma.com
6	Menaka P	External Member	9962663379	menakachitti680@gmail.com

Complaint procedure of Sexual Harassment:

1. Any aggrieved employee may make in writing, a complaint of sexual harassment to the ICC committee (through aforementioned email ID or written complaint) within a period of three months from the date of incident. Complaints arising of incidents more than three months old shall not be accepted.
2. However, the ICC may, for reasons to be recorded in writing and the complaint should clearly mention name and available details of both the aggrieved person and the respondent. Anonymous or pseudonymous complaints will not be investigated.
3. The complainant shall submit the complaint accompanied by available supporting documents and relevant details, evidences concerning the alleged act of sexual harassment(s) including names and address of witnesses, if any which the complainant believes to be true and accurate.

Redressal Procedure:

Conciliation:

Before the ICC initiates an inquiry, the complainant may request the ICC to take steps to resolve the matter through conciliation provided no monetary settlement shall be made as basis of conciliation. If a settlement has been so arrived, the ICC shall record the same and forward the same to the Employer and provide copies of the settlement to the aggrieved individual and the respondent. In such cases, no further inquiry shall be conducted by the ICC.



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Inquiry:

1. In case where a settlement is not feasible or could not be arrived at through conciliation, the ICC will conduct an inquiry into the complaint.
2. The ICC within three working days of receiving the complaint shall forward one copy thereof to the respondent for obtaining a response.
3. The respondent within three working days of receiving the complaint shall file his/her reply to the complaint along with list of supporting documents, names and addresses of witnesses.
4. The ICC shall consider the reply from the respondent and initiate an inquiry. The complainant or the respondent to the complaint shall not be allowed to bring any legal practitioner to represent them at any stage of the proceedings before the ICC. ICC shall hear both the complainant and the respondent on date(s) intimated to them in advance and the principles of natural justice will be followed accordingly.
5. In the event of failure to attend personal hearing before ICC by the complainant or the respondent on three consecutive dates (intimated in advance), the ICC shall terminate the inquiry proceedings or give an ex-parte decision. However, the ICC shall serve a notice in writing to the party (ies), 15 (fifteen) days in advance, before such termination or the ex-parte order.
6. The inquiry process shall be completed maximum within the period of 60 (Sixty) days from the date of receipt of the complaint.
7. The ICC within 10 (ten) days from the date of completion of inquiry shall provide a report of its findings to CMD and such report shall also be forthwith made available to the complainant and respondent.
8. Where the conduct of Sexual Harassment amounts to a specific offence under the Indian Penal Code (45 of 1860) or under any other law; it shall be the duty of ICC to immediately inform the complainant of his/her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same. Any such action or proceedings initiated shall be in addition to proceedings initiated and /or any action taken under this Policy.

Interim Relief:

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

1. Transfer the aggrieved individual or the respondent to any other workplace.
2. If required, grant leaves to the aggrieved individual.
3. Grant such other relief to the aggrieved individual as may found to be appropriate.

Once the recommendations of interim relief are implemented, HR shall inform the committee regarding the same.

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Prohibition on Disclosure of Information:

This policy and the law prohibits any person including ICC Members from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings, or recommendations of the ICC during the proceedings under the provisions of the Act. Any violation thereto shall also be subject to applicable disciplinary action.

Protection to Complainant:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue and/or produces any forged or misleading document) will be subject to applicable disciplinary action.

Appeal:

Any person aggrieved by the recommendation of ICC may prefer an appeal under the relevant provisions of the Act and Rules.

Disciplinary Proceedings:

The basis of report and findings of ICC and subject to the final outcome of the appeal proceedings, if necessary disciplinary proceedings may be initiated against the respondent in terms of the applicable provisions of Standing order of the company.

Sanctions and disciplinary measures:

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

1. verbal or written warning
2. adverse performance evaluation
3. reduction in wages
4. transfer
5. demotion
6. suspension
7. dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

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Implementation of this policy:

Bafna Pharmaceuticals will ensure that this policy is widely disseminated to all relevant persons. All new employees must be trained on the content of this policy as part of their induction into the company.

Every year, all the employees to attend refresher training course on the content of this policy.

It is the responsibility of employer to ensure that all his/her employees are aware of the policy.

Monitoring and evaluation

Bafna Pharmaceuticals recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

For BAFNA PHARMACEUTICALS LTD.

Hemalatha S
Executive Director


S. HEMALATHA
EXECUTIVE DIRECTOR