



ACCORD SYNERGY LTD

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Policy Title : Prevention of Sexual Harassment (POSH)

Effective Date: April 1, 2017

Revised Date:- January, 01 2020

■ Objective

To ensure all employees, have a harassment free workplace and feel safe in the work environment. It is the right of every individual working in Accord Synergy Ltd. to work with dignity and this policy will lay down guidelines which discourage practices that violate the values and culture of Accord Synergy Ltd.

Definition

What is Sexual Harassment?

Sexual Harassment includes unwelcome sexually determined behaviour, whether directly or by implication.

Sexual Harassment constitutes:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. Unwanted sexual propositions or pressure for sexual activity;
4. Unwanted remarks of a sexual nature, including sexually explicit jokes, teasing, and intrusive personal questioning;
5. Unwanted, non-verbal behavior of a sexual nature, such as gestures and repeated staring;
6. Unwanted physical contact, including touching, patting, hugging, or brushing against another person's body;
7. Unwanted displays of sexually explicit photographs and objects;
8. Unwanted remarks about sexual activity or speculations about previous sexual experience;
9. Unwanted remarks of a sexual nature about a person's clothing or body;
10. Discriminatory intimidation, ridicule, or insult that the alleged victim perceives as abusive, based on gender.

Any kind of sexual harassment/ violation of dignity of an individual, who is either a customer/ vendor or any other external party will be considered as a violation of this policy & will be dealt with accordingly.

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Guidelines

Complaints of sexual harassment will be handled in the manner described below.

1. Initiation of Complaints

Complaints can be made by directly sending a letter earmarked "Strictly Confidential" to Head Human Resources or employee can drop a note in the drop box for Sexual Harassment issues. Complaints can be made to the Internal Complaint Committee at the respective locations.

Service Office

Members of the Internal Complaint Committee at Service Office:

Sr. No.	Name of the Committee Member	Email Address	Contact no.
1 .	Mrs. Roli B. Khan	rolibkhan@gmail.com	9898507571
2.	Ms.JalpaVyas	jalpa@accordsynergy.com	7874015356
3.	Mr.Tausif Mansuri	hr@accordsynergy.com	8140977861
4.	Mr. Yogesh Patel	yogesh@accordsynergy.com	9898316333
5.	Ms, HeenaPopat	heena@accordsynergy.com	9662691819
6.	Ms.Rucha Patel	rucha.patel@accordsynergy.com	9429854026
7.	Mr. Tirth Nayak	tirth.nayak@gmail.com	079-48994660

All complaints will be treated as confidential to the extent consistent with the investigation and hearing procedures described in this policy, except where otherwise required by law.

2. Informal Complaints

If the individual is not comfortable with filing a formal, written complaint, the individual may discuss about the issue with the Internal Complaint Committee(ICC). Informal complaint will be heard but no formal action will be taken. An informal complaint need not be in writing; however, the ICC members should encourage formal written complaints instead of informal complaints, so that necessary evidence is available, for any further reference

3. Formal Complaints

All formal complaints must be in writing, and must be filed with the Internal Complaint Committee. All formal complaints must include a request for either mediation or a formal hearing.

A request for mediation does not prejudice the individual's right to later request a hearing if mediation is unsuccessful.

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4. Investigation

On receiving a written request for a hearing, the Committee shall investigate the allegations contained in the complaint. Such investigation shall include interviewing the accused and all witnesses or potential witnesses. If the Committee finds that there is sufficient evidence to conclude that sexual harassment had probably occurred, then he / she shall initiate a meeting with the affected employees.

5. Decision

a. If the Committee finds that there is not sufficient evidence to conclude that sexual harassment had possibly occurred, then he / she shall report this finding in writing to the individual who filed the complaint and close the file.

b. Termination

If after investigation the Committee concludes that there is enough evidence that sexual harassment had occurred, the concerned employee will be terminated immediately.

6. False Charges

a. No member or employee of the organization may knowingly bring false charges or provide false testimony in any matter covered by this policy.

b. If any member believes that another member of the organization has knowingly brought a false charge or provided false testimony with malicious intent to injure another member, that individual may file a formal complaint with the Internal Complaint Committee within seven days of learning of the false charge or testimony.

The procedures to be followed in this shall be identical to the procedures for sexual harassment, and the panel shall have the authority to take the final decision.

c. If charges found to be true, then employer who has lodged false charges, to be terminated on the grounds of intentionally maligning/ defaming a colleague.

7. Retaliation

a. No member of the organization may retaliate in any way against another member for filing a complaint of sexual harassment or providing testimony pursuant to this policy. The only method of disciplining an individual who knowingly brings false charges or provides false testimony shall be the procedure outlined under the heading "False Charges" in this policy.

b. Any individual who believes that he or she has been retaliated against because the individual filed a complaint or provided testimony may file a formal or informal complaint of retaliation with the Internal Complaint Committee. Such complaints shall be subject to all of the same procedures as complaints of sexual harassment.

c. Any such incidents reported / filed will be dealt with strictly. In all of the above, the sexual harassment committee decision will be final & binding.

Approved by

