



ACCELERATING GROWTH, BINDING TRUST

Indian Synthetic Rubber Private Limited

(A Joint Venture of IndianOil Corporation Limited & TSRC Corporation, Taiwan)

Corporate Identity Number : U25190DL2010PTC205324

An IATF 16949:2016, ISO 9001:2015, ISO14001:2015 & ISO 45001:2018 Certified Company

ISRPL

ANTI – SEXUAL HARASSMENT POLICY

1. Policy: Indian Synthetic Rubber Private Limited is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company, have the right to be treated with dignity. Sexual harassment at work place or other than work place by employees is a grave offense and the violators are liable for disciplinary action including termination or referral for criminal prosecution.

2. Scope: The policy extends to all employees of the Company including those on rolls, deputation, contract, temporary, part time or working as consultants.

3. Sexual harassment Sexual harassment would mean any behavior or conduct of a sexual nature, which includes unwelcome sexually enacted behavior (whether directly or by implication) with regard to any other employee at the work place such as

- Physical contact, gestures, stalking and/or advances;
- a demand or request for sexual favour; sexually colored remarks;
- showing pornography;
- use of electronic media (phone, internet) for perpetrating offensive acts and
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. Complaint Redressal Committee The following are the members of the Committee constituted to consider and redress complaints of sexual harassment

I. The Internal Committee Member - Plant- Panipat

S.N.	ICC Center/Site	ICC Members		Location
		Name	Position	
1	Internal compliant Committee- Plant-Panipat (Haryana)	Deepika Roy	Presiding Officer	Plant Panipat
		Dr Aditi Kaushal	External Member	Plant Panipat
		Ritu Singh	Member	Plant Panipat
		Praveen Kr Bommanganti	Member	Plant Panipat
		Sumash Rajak	Member	Plant Panipat

II. The Internal Committee Member - Head office- Noida

S.N.	ICC Center/Site	ICC Members		Location
		Name	Position	
1	Internal compliant Committee- Head Office Noida	Deepika Roy	Presiding Officer	Noida-UP
		Dr Aditi Kaushal	External Member	Noida-UP
		Ruchika Jain	Member	Noida-UP
		Manamohan Panigrahi	Member	Noida-UP
		Sachin Sharma	Member	Noida-UP

One member from non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

A quorum of three members is required to be present for the proceedings to take place.

The quorum Complaint Redressal Process shall include Presiding Officer, at least two members, one of whom shall be a lady.

Any employee who feels is aggrieved or is being sexually harassed directly or indirectly may submit a written complaint to the Presiding Officer of the sexual harassment committee within 10 days of occurrence of incident and keep the contents confidential.

The Committee will maintain a register to endorse the complaints received by it and the contents.

The Complaints committee will meet within 10 days from the date of receipt of the complaint.

III. Conciliation:

The Internal Complaint's Committee shall before initiating an inquiry, at the request of the aggrieved woman take steps to settle the matter between her and the respondent through Conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

Where a settlement has been arrived, the Internal Committee shall record the settlement so arrived and forward the same to the employer to take appropriate action as per the recommendations.

The Internal Committee shall provide the copy of the settlement to both the parties. Where a settlement is arrived as aforesaid, no further inquiry shall be conducted by the Internal Committee.

IV. Procedure for Inquiry into Complaint:

At the first meeting the Committee members shall hear the Complainant and record his/her allegations. The Complaints committee will also review the document(s), if related to the complaint.

Thereafter the person against whom the complaint has been made will be given an opportunity to explain.

The Committee shall enquire into the matter including examination of witnesses, if any, mentioned by both parties

The Committee shall provide reasonable opportunity to both the parties to defend their respective case.

The Committee after assessment of the facts as well as evidence, if any, deposed by both parties, shall submit their findings and recommendation, in writing. In case the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of sexual harassment, the same would be dropped after recording the reasons thereof.

The Committee will send the report to MD for appropriate action both (1) in case the committee arrives at the conclusion that the allegation against the respondent had not been proved (2) in case the committee arrives at the conclusion that the allegation against the respondent has been proved.

In case the complaint is found to be false, the complainant shall be liable for disciplinary action in accordance with the service rules applicable to her / him.

The Committee shall submit its report within a period of 10 days from the date of completion of the inquiry and such report shall also be made available to the concerned parties.

V. Action by MD

The MD after considering the facts of the case, findings and recommendations of the Sexual Harassment Committee, if deemed fit, **will direct** the Disciplinary Authority to initiate appropriate action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent.

If the investigation reveals that the accusations are unfounded, malicious, frivolous, bad faith or false claim, the complainant shall be subject to disciplinary action in accordance with the service rules applicable to her / him.

The MD / Employer shall act upon the recommendation within 60 days of its receipt by him.

VI. Others

Records of the proceedings of the Sexual harassment Committee shall be kept for a minimum of 2 years from the resolution of the complaint or investigative procedure;

**Constitution of Internal Committee of
M/s Indian Synthetic Rubber Pvt. Limited- Plant Site – Panipat (Haryana)**

**Notice / information under
Section 4 of the Sexual Harassment of women at workplace
(Prevention, Prohibition & redressal) Act 2013**

M/S Indian Synthetic Rubber Private Limited has constituted its Internal Committee for **Plant Site – Panipat (Uttar Pradesh)** under section 4 (1) of the Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, for ensuring gender sensitization, to regulate /administer complaints on sexual harassment and creating healthy working environment.

The members of the Internal Committee for Plant Site Panipat- Haryana are as under:

IC MEMBERS PLANT SITE PANIPAT-HARYANA			
Name	Position	Mobile No	E-mail Id
Deepika Roy AGM HR - Department Head Office- Noida	Chairman & Presiding Officer	8826522566	deepika.roy@isrpl.co.in
Dr Aditi Kaushal External Member 324-P, SECTOR 14 Gurgaon, Haryana	External Member	9891474370	poshact08@gmail.com
Ritu Singh Assistant Executive IT - Department Head Office- Noida	Member	9871933369	ritu.singh@isrpl.co.in
Praveen Kr. Bommaganti Chief Manager Production-Department Panipat Haryana	Member	8199900612	praveen.bommaganti@isrpl.co.in
Sumash Rajak Chief Manager HR- Department Panipat Haryana	Member	8199800678	sumash.rajak@isrpl.co.in

**Constitution of Internal Committee of
M/s Indian Synthetic Rubber Pvt. Limited- Head Office – Noida (UP)**

**Notice / information under
Section 4 of the Sexual Harassment of women at workplace
(Prevention, Prohibition & redressal) Act 2013**

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The members of the Internal Committee for **Head Office- Noida (Uttar Pradesh)** are as under:

IC MEMBERS HEAD OFFICE- NOIDA			
Name	Position	Mobile No	E-mail Id
Deepika Roy AGM HR - Department Head Office- Noida	Chairman & Presiding Officer	8826522566	deepika.roy@isrpl.co.in
Dr Aditi Kaushal External Member 324-P, SECTOR 14 Gurgaon, Haryana	External Member	9891474370	poshact08@gmail.com
Ruchika Jain Manager HR - Department Head Office- Noida	Member	9990186111	ruchika.jain@isrpl.co.in
Manamohan Panigrahi Manager Marketing- Department Head Office- Noida	Member	9015455956	manamohan.panigrahi@isrpl.co.in
Sachin Sharma AGM Marketing - Department Head Office- Noida	Member	9971008752	sachin.sharma@isrpl.co.in