



Registered Office Address: Floor-G, Plot-156, Raja Bahadur Motilal Mills Compound, Pandit Madan Mohan Malviya
Marg, Tardeo, Mumbai MH 400034
CIN: U74990MH2016PTC279950
Website: www.syngience.com
Email: accounts@syngience.com

PREVENTION OF SEXUAL HARRASMENT POLICY

Date of Approval by Board of Directors: 10th July 2019



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INDEX

Sr. no	Particulars	Page no.
1	Purpose	3
2	Scope	3
3	Applicability	3
4	Definition	3
5	Complaint Redressal Committee	5
6	Procedure for making complaint of Sexual Harassment	5
7	Conciliation	6
8	Enquiry	7
9	Report by the committee	9
10	Other points to be Considered	10
11	Complaints made with a malicious intent	10
12	Dissemination of the policy	11
13	Amendment	11



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PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT POLICY **(POSH)**

1. Purpose:

To create and maintain safe work environment, free from sexual harassment & discrimination for all its employees. As per the guidelines of "The Sexual harassment of Women at workplace (prevention, prohibition & redressal) Act, 2013, with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and as per the direction and guidelines of the Supreme Court has also directed companies to lay down guidelines for redressal of grievances related to sexual harassment.

2. Scope:

Syngience Business Solutions aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in Syngience Business Solutions towards any other person being an employee of Syngience Business Solutions, client, Vendor and Contractor in Company premises or elsewhere in India or abroad.

3. Applicability:

3.1 This Policy extends to all categories of employees and consultants including trainees (whether in the office premises or outside at project site or on assignment) of the Company. It shall also include any unwelcome behavior of a sexual nature mentioned in this Policy by any vendor/supplier/contractor/customers including their agents, supervisors, manager and their employees to any of our employees on our premises or at their workplace or client sites.

3.2 The term workplace includes:

- a) All offices or other premises where the Company's business is conducted.
- b) All company-related activities performed at any other site away from the Company's premises.
- c) Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations

4. Definition:

(a) Sexual Harassment - The term Sexual harassment would mean and include any of the following:

- i. unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;



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- ii. unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or
- iii. non-verbal communication which offends the individuals sensibilities and affect her/his performance;
- iv. eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- v. act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- vi. conduct of such an act at work place or outside in relation to an Employee of the company, or vice versa during the course of employment; and
- vii. Any unwelcome gesture by an employee having sexual overtones.

(b) Aggrieved woman - In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

(c) Respondent - A person against whom a complaint of sexual harassment has been made by the aggrieved employee.

(d) Employee - A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, 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 express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

(e) Workplace - In addition to the place of work it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Syngience Business Solutions.

(f) Employer - A person responsible for management, supervision and control of the workplace



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5. Complaint Redressal Committee:

5.1 A Committee has been constituted by the Board to consider and redress complaints of Sexual Harassment. Composition of the Internal Committee are as follows:

Location	Committee member	Designation in relation to Internal committee
Mumbai	Ms. Supriya Ganiga	Presiding officer
	Mr.Shantanu Lajmi	Member
	Ms. Akshita Acharya	Member
	Ms. Kishori Poojary	Member
	Ms.Farheen Ansari	External Member

In case of resignation/cessation of service of aforementioned official, the person appointed in his/her place will become the member/ Presiding officer as the case may be of the Internal committee.

5.2 The Internal Complaints Committee will operate on the following guidelines:-

- a) the person against whom the allegation of Sexual Harassment has been made by the Aggrieved employee, Complaints Committee shall meet as and when any instance of violation of the policy is referred to the committee and in any case at least once in a year.
- b) Internal Complaints Committee shall prepare the annual report and submit the report pertaining to number of cases filed and their disposal under the act to the Board and to the District Officer in each calendar year.
- c) The Presiding Officer and the members of the Internal Complaints Committee will hold the position upto three years from the date of their nomination .

6. Procedure For Making Complaint Of Sexual Harassment:

6.1 Any aggrieved woman employee may make, in writing, a complaint of sexual harassment at work place to the Committee or any member thereof with her signature within a period of three months from occurrence of incident and in case of a series of incidents, within a period of three months from the date of last incident. The Committee may, for the reasons to be recorded in writing, extend the time limit for filing the complaint by not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where such complaint cannot be made in writing, the Presiding Officer or any Member of the Committee shall render all reasonable assistance to the woman for making the complaint in writing.

- 6.2 If the aggrieved woman is unable to make a complaint on account of her physical incapacity, complaint may be filed by:
- (a) Her relative or friend; or
 - (b) Her co-worker; or
 - (c) An officer of National Commission for Women or State Women's Commission
- 6.3 If the aggrieved woman is unable to make a complaint on account of her mental incapacity, complaint may be filed by:
- (a) Her relative or friend; or
 - (b) A special educator; or
 - (c) A qualified psychiatrist or psychologist; or
 - (d) The guardian or authority under whose care she is receiving treatment or care; or
 - (e) Any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist or the guardian or authority under whose care she is receiving treatment or care;
- 6.4 If the aggrieved woman is unable to make a complaint for any other reason or is dead, complaint may be filed by any person who has the knowledge of the incident, with her consent or the consent of her legal heir as the case may be.
- 6.5 At the time of filing complaint, complainant shall submit 6 copies of complaint along with the supporting documents, if any and the names and addresses of witnesses.
- 6.5 on the receipt of the complaint, the Committee shall send one of the copies of the complaint to the respondent within a period of 7 working days.

7. Conciliation:

- 7.1 The Internal Committee may before, initiating an inquiry and at the request of aggrieved woman employee 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.
- 7.2 Where a settlement has been arrived at, the Internal Committee shall record the settlement so arrived



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and forward the same to the employer to take action as specified in the recommendation.

- 7.3 The Internal Committee, shall provide the copies of the settlement to the aggrieved employee and the respondent.
- 7.4 Where a settlement is arrived at, no further inquiry shall be conducted by the Internal Committee.

8.Enquiry:

- 8.1 If no settlement is/can be arrived at, the Committee shall, where the respondent is an employee, proceed to make the inquiry into the Complaint in accordance with the provisions of service rules applicable to the respondent.
- 8.2 The Committee will hold a meeting with the Complainant within five working days of the receipt of the complaint, but no later than a week in any case.
- 8.3 At the first meeting, the Committee members shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- 8.4 The respondent shall file his/her reply to the Complaint along with the list of documents and names and addresses of witnesses, within a period not exceeding 10 working days from the date of receipt of complaint.
- 8.5 Thereafter, the respondent may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation
- 8.6 The Complainant shall be provided with a copy of the written explanation/reply submitted by the respondent and shall be allowed to file rejoinder, if she wishes to.
- 8.7 The Committee shall make enquiry into the Complaint in accordance with the principles of natural



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justice and shall give opportunity of being heard to both Complainant and Respondent. The Committee shall also call upon all witnesses mentioned by both the parties.

- 8.8 The Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or the respondent fails to present herself or himself for three consecutive hearings convened provided such termination or ex-parte may not be allowed without giving a notice in writing, fifteen days in advance to the party concerned.
- 8.9 The parties shall not be allowed to bring in any legal practitioner to represent themselves at any stage of proceedings before the Complaints Committee.
- 8.10 In conducting the inquiry, a minimum of three members of the Committee including the Presiding officer shall be present.
- 8.11 During the pendency of an inquiry, on a written request made by the aggrieved woman, the Committee may recommend to the employer i.e. (Executive Management /officer as may be authorized by the Board of Directors in this regard) to –
- a. Transfer the aggrieved woman or the respondent to any other workplace; or
 - b. Grant leave to the aggrieved woman up to a period of three months; or
 - c. Restrain the respondent from reporting on the work performance of the aggrieved woman or writing confidential report and assign the same to the other officer.

The leave granted to the aggrieved woman under this clause shall be in addition to the leave she would be otherwise entitled.

- 8.12 On the recommendation of the Committee as above, the employer shall implement the recommendations made and send the report of such implementation to the Committee.
- 8.13 The Committee shall complete the “Enquiry” within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Board or any other official authorized by the Board specifically authorized by the Board in this regard within a period of ten days from the completion of enquiry and such report shall also be made available to the concerned parties.



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- 8.14 Where the Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.
- 8.15 Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer (*Board or any officer authorized by the Board in this regard*) in accordance with the relevant provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made thereunder , which may include a written apology, warning, reprimand, withholding of promotion, termination from services.
- 8.16 The officer authorized by the Board shall act upon the recommendation within sixty days of its receipt by him.
- 8.17 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action on the same principles as envisaged under clause 8.15 above.
- 8.18 The Committee shall also be governed by such laws, rules, regulations as may be framed from time to time and also by guidelines issued by the Supreme Court/High Court from time to time in this regard.

9. Report By The Committee:

The Committee shall, in each calendar year prepare, an annual report and submit the same to the Board of Directors and the District Officer. The Report shall contain the following information:

- a. Number of complaints of sexual harassment received during the year;
- b. Number of complaints disposed off during the year;
- c. Number of cases pending for more than 90 days;
- d. Number of workshops or awareness programmes against sexual harassment carried out during the year.
- e. Nature of action taken by the employer.



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10. Other Points to Be Considered:

- 10.1 The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- 10.2 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- 10.3 The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to the Board.
- 10.4 In case the Committee find the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the officer authorized by the Board in this regard, for making a Police Complaint.
- 10.5 In case of any conflict between the provisions of this policy and any law for the time being in force, provisions of law shall prevail and the Committee shall be bound to act accordingly.

The Company shall take steps to remove the conflict as mentioned above by amending the policy within a reasonable time.

The Board of Directors of the Company shall ensure that duties of the employer as stated in Section 19 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made in this regard are duly taken care of.

- 10.6 The Report of Board of Directors shall include the number of cases filed, if any, and their disposal under this policy.

11. Complaints Made With a Malicious Intent:

This Policy has been evolved as a tool to ensure that in the interest of justice and fair play, each and every employee has a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent



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and with the motive of maligning the concerned individual/ tarnishing his/her image in the Company and to settle personal/professional scores, strict disciplinary action will be taken against the complainant which may include but not limited to withholding promotion, increment, reduction in Grade/ salary scale.

The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

12. Dissemination of the Policy:

A copy of this Policy will be made available on the website of the Company and the web link thereto shall be disclosed in the Annual Report.

13. Amendment:

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the Employees and directors unless the same is notified to the Employees and directors in writing.
