

## WHAT IS SEXUAL HARRASSMENT?

- SEXUAL HARASSMENT CAN BE CAUSED BY DIRECT/INDIRECT PHYSICAL, VERBAL, NON-VERBAL, EMOTIONAL, AND PSYCHOLOGICAL ENCOUNTER/INTERACTIONS AND COMMUNICATION RESULTING IN HARASSMENT OF WOMEN.
- SEXUAL HARASSMENT AT WORKPLACE IS A GRAVE OFFENCE AND PUNISHABLE WITH FINE AND/OR RIGOROUS IMPRISONMENT.
- SEXUAL HARASSMENT VIOLATES THE FUNDAMENTAL RIGHT OF GENDER EQUALITY, RIGHT TO LIFE AND DIGNITY.

### WHAT IS "POSH"?

- OCCL adheres to the OCCL "Code of Conduct" which does not permit disrespect or harassment to any employee.
- OCCL's POSH (Prevention of Sexual Harassment) Policy is aligned to the new Indian Law of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Copy of policy is available with the ICC members and HR team and can be contacted via below mentioned email address or phone numbers.
- Under the Act, women employee/aggrieved women include permanent, temporary worker, contract worker, part-time, trainee, apprentice, probationer, consultant, client, customer, supplier.
- Workplace as per definition includes-office, warehouse, showroom, factory/ manufacturing unit including employees in transportation on way to work.

### HOW TO REPORT AND RESOLVE COMPLAINTS?

- Any aggrieved woman can lodge a complaint in her familiar language either in writing or verbally to any member of the POSH Committee (Internal Complaints Committee). In case she is unable to make the application or is incapable due to physical/emotional problems, the complaint can be made on her behalf by her legal heir / relative.
- On filing the complaint, the committee must investigate the complaint immediately by meeting the complainant, verifying facts/ data/documents or circumstantial evidence including examining witnesses and the defendant.
- Committee must submit a final report with its recommendations to the Management who will take suitable action within 90 days.
- Malicious complaint filed by any woman would be subject to disciplinary action by the Management.

**OCCL IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO CREATING A HEALTHY WORKPLACE FOR WOMEN EMPLOYEES AND WORKERS**

### INTERNAL COMPLAINTS COMMITTEE (ICC) – CORPORATE OFFICE (NOIDA)

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