

DATAMATE INFO SOLUTIONS LTD

ANTI – SEXUAL HARASSMENT POLICY

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THE COMPANY'S COMMITMENT

The Company is committed to providing a work environment which ensures that every associate is treated with dignity, an environment that is free from any discrimination or harassment on the basis of gender, caste, creed and/or religion. The Company is also committed to promoting a working environment that is conducive to the professional growth of its associates, provides a professional atmosphere and promotes equal opportunity.

There shall be no discrimination or harassment against any person on the grounds of race, color, religion, national origin, disability, age, gender, marital status and citizenship.

The Company will not tolerate any form of harassment and is committed to taking all necessary steps to ensure that associates are not subject to harassment.

THE SCOPE OF THE WORKPLACE

This policy is applicable to all associates at all locations. The Company will not tolerate sexual harassment at the workplace, whether engaged in by fellow associates, managers, clients or suppliers.

The workplace includes:

- All offices including precincts or other premises where the Company's business is directly or indirectly conducted
- All company-related activities performed at any other site away from the Company's premises
- Any social, business or other functions where such conducts or comments may have an effect in the workplace or workplace relations
- An Associate visiting any other premises, functions in her/his professional capacity or on behalf of the Company.

SEXUAL HARASSMENT DEFINED

Sexual Harassment as defined by the Honourable Supreme Court: "Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- (a) Physical contact and advances,
- (b) A demand or request for sexual favours,
- (c) Sexually coloured remarks,
- (d) Showing pornography,
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Specific types of prohibitive conduct include, but are not limited to:

- Request for sexual favours
- Verbal or physical conduct of sexual nature
- Discussion of a person's physical characteristics or dress
- Any unwelcome advances
- Use of offensive language or demeaning terms
- Narrating offensive jokes or sexually explicit stories
- Circulation or posting of offensive pictures
- Objectionable physical proximity or contact
- Spreading rumours or talking to third parties about an individual in a demeaning fashion

All the above and similar acts are prohibited through any mode of communication including in person, over the phone, on voice mail, through pen and paper, on e mail, through chat, through SMS or any other form of communication.

WHEN IS IT SEXUAL HARASSMENT

- The conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; and/or
- Submission to such conduct is either an explicit or implicit term or condition of employment; and/or
- Submission to or rejection of the conduct is used as a basis for making employment decisions.

RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

- All Company associates have a personal responsibility to ensure that their behavior is not contrary to this policy.
- All Company associates are encouraged to reinforce the maintenance of a work environment free from sexual harassment.
- Members of the Top Management Team and HR Department are responsible for discouraging and preventing employment-related sexual harassment by:

- investigating every formal written complaint of sexual harassment;
- taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment;
- ensuring that all members and associates of the Company are aware of the problem of sexual harassment and their responsibilities with respect to preventing sexual harassment.

WHAT TO DO WHEN HARASSMENT OCCURS

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment.

Informal Resolution Options

When an incident of harassment occurs, communicate your disapproval and objections immediately to the harasser and ask the harasser to stop.

If the harassment does not stop or if you are not comfortable with addressing the harasser directly, bring your concern to the attention of your HOD and the HR Department. The Company will provide advice or support as requested and will undertake any investigation necessary to resolve the matter.

COMPLAINTS

1) Any member of the Company with a harassment concern who is not comfortable with the informal resolution options or has exhausted such options may bring a formal complaint to the Complaint Committee. All such complains will be promptly investigated by the Complaint Committee.

2) If, after an investigation, it is determined that an allegation of harassment is valid, appropriate corrective action will be taken.

3) Corrective action may include any of the following:

- Formal apology;
- Reprimand;
- Written warning placed in the associate's file;
- Change of work assignment;
- Suspension or discharge of an associate.

In addition to the sanction that may be imposed on an associate by the Company as a part of complaint resolution, the associate of the Company who is/was engaged in harassment may expose themselves to damages in the event of a successful lawsuit or human rights case.

CONFIDENTIALITY

The Company understands that it is difficult to come forward with a complaint of sexual harassment and recognizes the complainant's interest in keeping the matter confidential. To protect the interests of the complainant, the person complained against and any others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigative process to the extent practicable and appropriate under the circumstances.

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required for disciplinary or other remedial processes.

NO REPRISAL

The Company is committed to ensure that no associate who brings forward a harassment concern is subject to any form of reprisal. Any reprisal action will be viewed as an act of misconduct.

For DATAMATE INFO SOLUTIONS LTD.

Authorised Signatory



Complaint Sheet*

[Pursuant to the Sexual of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 &Anti – Sexual Harassment Policy of the Company]

Particulars	Details
Name of the alleged offender(s)/ harasser(s) including designation and ontact number	
Date(s) and location(s) of the alleged incident(s) of harassment	
A detailed description of the incident(s) of harassment in question as well as other relevant circumstances	
Name of witness(s) including Designation and Contact Number	
Details of physical and/or documentary proof if any that supports the allegation; including other potential complainants, if any	

Signature : _____

Name : _____

Address : _____

Contact No. : _____

Designation : _____

Department : _____

Date : _____

Place : _____

(Please sign and return this form to any member of the Internal Complaints Committee)

*Within 3 months from the date of Incident.