



TWENTYFIRST CENTURY MANAGEMENT SERVICES LIMITED

Regd. Office : G-3, Old No. 28A, New No. 67, Eldams Road, Alwarpet, Chennai-600018.

Website : www.tcms.bz, **E-mail :** investors@tcms.bz, **Tel. :** 044-24330006, **Fax :** 044-24328252

CIN : L74210TN1986PLC012791

POLICY ON SEXUAL HARRASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

OBJECTIVE OF THE POLICY

The Policy Statement is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Company will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct • Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching • Physical violence, including sexual assault • Physical contact, e.g. touching, pinching • The use of job-related threats or rewards to solicit sexual favours
Verbal conduct • Comments on a worker's appearance, age, private life, etc. • Sexual comments, stories and jokes • Sexual advances • Repeated and unwanted social invitations for dates or physical intimacy • Insults based on the sex of the worker • Sending sexually explicit messages (by phone or by email)
Non-verbal conduct • Display of sexually explicit or suggestive material • Sexually-suggestive gestures • Whistling

[Explanatory note: This section defines sexual harassment. It is important to note that they are not exhaustive and that sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient.]

...2...



Corporate Office : Grease House, Zakaria Bunder Road, Sewri West, Mumbai-400015.
Tel. : 022-24156538 / 24156539, **Fax :** 022-24115260



TWENTYFIRST CENTURY MANAGEMENT SERVICES LIMITED

Regd. Office : G-3, Old No. 28A, New No. 67, Eldams Road, Alwarpet, Chennai-600018.

Website : www.tcms.bz, **E-mail :** investors@tcms.bz, **Tel. :** 044-24330006, **Fax :** 044-24328252

CIN : L74210TN1986PLC012791

INSTRUCTIONS TO THE EMPLOYEES

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The company recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Anyone, including employees of the company, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy. Although it can be difficult for a company to deal with sexual harassment when it is perpetrated by third parties, the company is nonetheless responsible for the well-being of its workers if the harassment occurs during work.

All sexual harassment is prohibited whether it takes place within the company premises or outside, including at social events, business trips, training sessions or conferences sponsored by the company

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome.

PROCEDURE TO BE FOLLOWED FOR LODGING COMPLAINT AND IN REDRESSAL

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment.

When a designated person receives a complaint of sexual harassment, he/she will immediately record the dates, times and facts of the incident(s) → ascertain the views of the victim as to what outcome he/she wants → ensure that the victim understands the company's procedures for dealing with the complaint → discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome → keep a confidential record of all discussions → respect the choice of the victim → ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. The company will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment.

...3...



Corporate Office : Grease House, Zakaria Bunder Road, Sewri West, Mumbai-400015.

Tel. : 022-24156538 / 24156539, **Fax :** 022-24115260



TWENTYFIRST CENTURY MANAGEMENT SERVICES LIMITED

Regd. Office : G-3, Old No. 28A, New No. 67, Eldams Road, Alwarpet, Chennai-600018.

Website : www.tcms.bz, E-mail : investors@tcms.bz, Tel. : 044-24330006, Fax : 044-24328252

CIN : L74210TN1986PLC012791

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will give an opportunity to the alleged harasser to respond to the complaint → ensure that the alleged harasser understands the complaints mechanism → facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter → ensure that a confidential record is kept of what happens → follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped → ensure that the above is done speedily and within [30] days of the complaint being made.

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve

the matter. The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to an Internal Committee formed for the purpose.

The person carrying out the investigation will → interview the victim and the alleged harasser separately → interview other relevant third parties separately → decide whether or not the incident(s) of sexual harassment took place → produce a report detailing the investigations, findings and any recommendations → if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal) → follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome → if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace → keep a record of all actions taken → ensure that the all records concerning the matter are kept confidential → ensure that the process is done as quickly as possible and in any event within [30] days of the complaint being made.

Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through legal framework.



Corporate Office : Grease House, Zakaria Bunder Road, Sewri West, Mumbai-400015.

Tel. : 022-24156538 / 24156539, Fax : 022-24115260



TWENTYFIRST CENTURY MANAGEMENT SERVICES LIMITED

Regd. Office : G-3, Old No. 28A, New No. 67, Eldams Road, Alwarpet, Chennai-600018.

Website : www.tcms.bz, E-mail : investors@tcms.bz, Tel. : 044-24330006, Fax : 044-24328252

CIN : L74210TN1986PLC012791

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions: → verbal or written warning → adverse performance evaluation → reduction in wages → transfer → demotion → suspension → dismissal.

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

The company will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company.

Monitoring and evaluation

The company recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis.

By Order of the Board

Company Secretary



**Corporate Office : Grease House, Zakaria Bunder Road, Sewri West, Mumbai-400015.
Tel. : 022-24156538 / 24156539, Fax : 022-24115260**