



**POLICY ON SEXUAL HARASSMENT AT WORKPLACE (PREVENTION,
PROHIBITION AND REDRESSAL)**

FOCUS BUSINESS SOLUTION LIMITED
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POLICY FOR PREVENTION OF SEXUAL HARASSMENT- FOCUS BUSINESS SOLUTION LIMITED

I. OBJECTIVES:

Focus Business Solution Limited (hereinafter referred to as the “Company”) is committed towards creating a safe and healthy work environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment.

This policy has been formulated to create and maintain a safe working environment where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. Employees at the Company are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive.

The policy is made under the overall ambit of the Code of Conduct adopted by the Company and as per the statutory requirement in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, of India (hereinafter referred to as the “Act”¹) and existing rules framed thereunder namely the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (hereinafter referred to as the “Rules”²) as amended. This policy was initially adopted by the Board. It has then been revised by the Board on October 17, 2022 & November 11, 2024.

Objective

- Establish clear expectations for conduct and mutual respect to foster an organizational culture that supports and values all employees.
- Outline the process for raising complaints if these expectations are not met or are violated.
- Provide guidelines on preventing, addressing, and resolving incidents of sexual harassment within the organization.
- Ensure a robust mechanism for the prevention, reporting, and redressal of sexual harassment complaints.
- Offer appropriate support and remedial measures to individuals who believe they have been subjected to such behavior.

Scope and Applicability

This policy is applicable to all Employees of the Company regardless of their position or designation. It encompasses all employees, whether on the Company's payroll or not, as well as contractual staff and commission-based agents associated with the Company across all branch locations throughout India. The policy will remain applicable wherever such persons have occasion to interact with each other including for example, in vehicles, third party premises, off site meetings and public venues. Harassment is unlawful irrespective of who is involved in the behavior.

II. DEFINITION

- a. "Aggrieved woman" means in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subject to any act of sexual harassment by a Respondent and includes contractual, temporary employees and visitors.
- b. "Employee" means all the employees working with the company whether on pay roll or Contractual basis;
- c. "Employer" means the Company.
- d. "Internal Complaints Committees" means the committees constituted by the Company as per the Act.
- e. "Respondent" means a person against whom the aggrieved woman has made a complaint.
- f. "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:
 - i. Physical contact and advances; or
 - ii. A demand or request for sexual favours; or
 - iii. Making sexually coloured remarks; or
 - iv. Showing pornography; or
 - v. Any other unwelcome physical, verbal or non - verbal conduct of sexual nature.

No woman shall be subjected to sexual harassment at any workplace.

Following circumstances amongst other circumstances mentioned above may constitute sexual harassment if it occurs or is present in relation or connected with any act or behaviour of sexual harassment:

- I. implied or explicit promise of preferential treatment in their employment;
- II. implied or explicit threat of detrimental treatment in their employment;
- III. implied or explicit threat about their present or future employment status;
- IV. Interfering with their work or creating an intimidating or offensive or hostile work environment; humiliation treatment likely to affect their health or safety.
- V. Humiliating treatment likely to affect the health and safety of the aggrieved person.

In addition to the instances mentioned hereinabove, any other acts or behaviour, which outrages the modesty of a female employee, will be considered as sexual harassment.

- g. "workplace" includes any department, organization, office or branch unit, any place visited by the employee arising out of or during the course of employment

III. INTERNAL COMPLAINTS COMMITTEES:

In accordance with the Sexual Harassment of Women at Workplace Act 2013, the Company has formed Internal Complaints Committees which will manage the process of enquiry and appropriate settlement of sexual harassment complaints in accordance with the statutory provisions.

Every complaint received shall be forwarded to internal complaint committees formed under the policy for redressal. The investigation shall be carried out by Internal Complaints Committees ("ICC").

IV. COMPLAINT REDRESSAL MECHANISM:

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the ICC giving details of the sexual harassment meted out to her within a period of 1 month from the date of incident and in case of a series of incidents, within a period of 1 month from the date of last incident, which may be extended for a further period of 3 months, if circumstances warrant such extension in the opinion of the ICC.

The Presiding Officer or any Member of the ICC can render reasonable assistance to the aggrieved woman for making complaint in writing, in case they are unable to do so.

On receipt of complaint, the ICC shall decide the place and time for hearing the complaint and shall intimate the date, time and place of hearing to the Complainant and

Respondent. The ICC shall follow principle of natural justice while handling such complaints.

- I. Where the aggrieved woman is unable to make a complaint on account of their physical incapacity, a complaint may be filed by:
 - a. a relative or friend ;or
 - b. a co-worker; or
 - c. an officer of the National Commission for Women or State Women's Commission; or
 - d. Any person who has knowledge of the incident, with the written consent of the aggrieved person.
- II. Where the aggrieved woman is unable to make a complaint on account of their mental incapacity, a complaint may be filed by:
 - a) a relative or friend; or
 - b) a special educator or
 - c) a qualified psychiatrist or psychologist; or
 - d) the guardian or authority under whose care they are receiving treatment or care; or
 - e) any person who has knowledge of the incident jointly with any of the abovementioned persons.
- III. Where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.
- IV. Where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

V. MANNER OF INQUIRY:

The aggrieved woman or person authorised on her behalf as per the aforesaid provision, shall make a complaint to the ICC as per the Act.

- a. At the time of filing the complaint, the complainant shall submit to the ICC along with supporting documents and names and address of witness.
- b. On receipt of such complaint, the ICC shall provide a copy of the complaint received from the aggrieved woman to the Respondent within 7 working days.
- c. Respondent shall file his reply within a period not exceeding 10 working days of receipt of the complaint along with list of documents, names and addresses of witnesses.

- d. ICC shall have the right to terminate the enquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause.
- e. The ICC must complete its investigation within a period of 90 days.
- f. The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the ICC.
- g. For conducting the enquiry the quorum of the ICC shall be of 3 members including the presiding officer.

The ICC may before initiating an inquiry, and at the aggrieved woman's request, attempt to settle the matter through conciliation. However, ICC shall ensure that no monetary settlement shall be made as a basis of conciliation.

Where a settlement has been arrived as mentioned hereinabove, the ICC shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation. The settlement terms shall be signed by both the parties and the ICC shall provide the copies of the settlement to the aggrieved woman and the respondent.

Where, a settlement is arrived as mentioned hereinabove, no further inquiry shall be conducted by the ICC. The Committees may, during such investigation, exercise the power of a civil court, vested in it, in respect of:

- a. summoning and enforcing the attendance of any person and examining him under oath;
- b. requiring discovery and production of documents;
- c. any other prescribed matter.

VI. MANNER OF ACTION:

- 1. The ICC shall on completion of the enquiry provide a report of its findings within 10 days from the date of completion of the enquiry and such report shall be made available to the concerned parties.
- 2. If the allegation against the respondent has not been proved, the ICC may recommend that no action needs to be taken in the matter.
- 3. Except in cases where service rule exists, if the ICC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to take any action for sexual harassment as a misconduct including:
 - a. Written apology to the complainant, warning, reprimand or censure;
 - b. Withholding of promotions, pay rise or increments of the Respondent, terminating the Respondent from service;
 - c. Undergoing a counseling session or carrying out community service.

- d. To deduct from salary / wages of the respondent or issue direction for payment; such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine.

4. Such action will be taken within 30 days of the receipt of report.

VII. ACTION FOR FALSE AND MALICIOUS COMPLAINTS:

Any complaint of sexual harassment shall be taken up with utmost seriousness by the Company. However, there shall be zero tolerance for any false and malicious complaint.

Except in cases where service rule exists, if the ICC comes to a conclusion that the allegation was made with malicious intent or the aggrieved woman or any other person making the complaint on behalf of the aggrieved woman produced false or forged or misleading documents to prove its case, the ICC may recommend the Employer to take action against the complainant who has made the complaint as per Clause VI (3) of this Policy. A similar recommendation to the Employer for taking action would be recommended against any witness whom the ICC concludes, that he/she has given false evidence or produced forged or misleading documents.

VIII. CONFIDENTIALITY:

It shall be the duty of all the persons involved in the inquiry process to ensure that all complaints lodged are treated with utmost confidentiality. Any breach of this can invite disciplinary action before, during or after the inquiry.

IX. PROTECTION AGAINST RETALIATION:

Retaliation is strictly prohibited under this policy. The Company does not tolerate any form of retaliation against individuals who report harassment, cooperate in an investigation, or participate in related proceedings. Retaliatory actions, such as threats to employment, unfair evaluations, continued harassment, discriminatory treatment, or undue pressure to withdraw a complaint, are considered serious violations.

Any individual experiencing retaliation, intimidation, or undue influence should report the matter to the Internal Complaints Committee. Such behavior will be treated as misconduct and will result in appropriate disciplinary action. Similarly, any attempts to influence inquiry proceedings directly or indirectly will also be regarded as misconduct and addressed accordingly.

X. RESPONSIBILITIES AND DUTIES OF THE EMPLOYER:

The responsibilities and duties of the Employer are as under:

- a. Provide a safe working environment.
- b. Formulate and widely disseminate an internal policy or charter declaring prohibition, prevention and redressal of sexual harassment at the workplace.
- c. Display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the ICC.
- d. Declare the names and contacts details of all members of the ICC
- e. Organize workshops and awareness programmes at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organising orientation programmes for members of the ICC.
- f. Provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry
- g. Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct
- h. Prepare an annual report with details on the number of cases filed and their disposal and submit the same to the concerned authority
- i. Monitor the timely submission of reports by the ICC.

XI. Designated Email Id and Contact Number where any sexual harassment complaints can be registered for all Locations of the Company:

Name: Dimpal Jariwala

Email Id : dimpal.jariwala@focusbspl.com

Contact number: 9925019823

XII. CONCLUSION:

The Internal Complaints Committee reserves the right to amend or modify this Policy as necessary, ensuring compliance with the applicable law. Any changes will be communicated to employees.

The confidentiality of all parties involved, including the aggrieved individual, respondent, and witnesses, will be strictly maintained, with no disclosure to the public or media.

The Company's decision will be final and binding, without prejudice to any further legal actions or remedies available to the parties under applicable laws.

ANNEXURE 1
MEMBERS OF THE INTERNAL COMPLAINTS COMMITTEES

Sr. No.	Name	Designation
1.	Ms. Dinal Kansadwala	Presiding Officer
2.	Ms. Dimpal Jariwala	Member
3.	Ms. Priya Patel	Member
4.	Mr. Ilyas Shaikh	Member
5.	Ms. Iftekharali Saiyed	External Member