



# MODELAMA EXPORTS (P) LTD.

Corporate Off: 105-106 UDYOG VIHAR, PHASE-I, GURGAON-122016,  
HARYANA

PHONE:- 91-124-2397838-42 FAX:-91-124-2397843

Corporate Identification Number (CIN): U74899DL1995PLC071844

## Grievance Redressal Procedure as per 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013'

### Sexual Harassment:

1. A demand or request for sexual favors
2. Making sexually colored remarks
3. Showing pornography
4. Physical contact & advances
5. Unwelcome physical , verbal or non verbal conduct of sexual nature

### Circumstances which will be considered as sexual harassment

- Implied/explicit promise of preferential treatment in employment
- Implied/explicit threat of detrimental treatment in employment
- Implied/explicit threat about present or future employment status
- Interference with work or creating an intimidating/hostile environment
- Humiliating treatment, likely to affect health or safety

### Constitution of Internal Complaints Committee

A committee will be formed to be known as 'Internal Complaints Committee'

Internal Complaints Committee shall consist of the following members

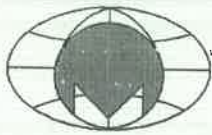
- a. Presiding officer who shall be a woman employed at a senior level at work place from amongst employees. If a senior level woman employee is not available at the work place , the presiding officer shall be nominated from other workplaces , offices or administrative units of Modelama Exports Pvt Ltd.
- b. Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- c. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

At least one half of the total members so nominated shall be women.

Other rules of the Internal Complaints Committee will be as mentioned in the 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013'.

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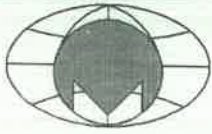
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## Complain of sexual harassment

- i. Provided where the aggrieved woman is unable to made complain due to her physical inability, the complain can be made by
  - Her relative or friend
  - Her colleague
  - An officer of National or State Commission of woman
  - A person appointed by written consent of aggrieved woman who has all information of the incident
- ii. Provided where the aggrieved woman is unable to made complain due to her mental inability, the complain can be made by
  - Her relative or friend
  - A specially trained teacher
  - A qualified psychologist or psychiatrist
  - A guardian under whose care she is getting treatment or being cared upon
  - A person who has all the information of the sexual harassment jointly with a specially trained teacher , a qualified psychologist or psychiatrist or a guardian under whose care she is getting treatment or being cared upon
- iii. Where due to any reason the aggrieved woman is unable to made complain , the complain can be made by a person appointed by written consent of aggrieved woman who has all information of the incident
- iv. Where the aggrieved woman dies , the complain will be made by a person who has all the information of the incident with the consent of legal heir of the aggrieved woman

## Grievance Redressal Procedure

- The complain should be made within 03 months of the incidence to internal complaints committee (reason of delay beyond 03 month should be recorded in writing). The complainant will submit 06 copies of the complain along with the relevant evidences ; name , address of the witnesses
- ' Internal Complaints Committee' will send one of the copy to the accused within 07 days of receiving the complain
- The accused will submit his reply along with list of documents & name/address of the witnesses within 10 days of receiving the copy of complain
- The Internal Complaints Committee will give unilateral decision , if complainant or accused remains continuously absent during 03 hearings of the committee :
  - a. However unilateral decision will be taken only after giving a notice of 15 days to concerned party
- The parties will not be allowed to represent their matter before the committee by a legal practitioner



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- The inquiry will only be conducted when at least 03 members of the committee are present including the presiding officer or chairmen of the committee
- If the aggrieved woman requests for a settlement after complain being made to the committee, the committee will settle the case, however
  - the settlement cannot be in monetary terms
  - The committee will record the settlement and will forward the record of settlement to concerned parties
  - No further inquiry will be required
- If the aggrieved woman does not request for settlement after complain being made to the committee, the committee will conduct inquiry :
  - The principle of natural justice to be followed while conducting the inquiry
  - The time period to complete inquiry will be 90 days
  - Inquiry report will be submitted to employer & the parties
- Following interim relief will be given during the pendency of the enquiry, upon written request by the aggrieved employee
  - Transfer the aggrieved woman or the respondent to any other workplace
  - Grant leave to the aggrieved woman up to a period of three months
  
- If allegations are not proved :
  - No action will be taken
  - Internal Complain Committee to inquire into whether the allegations were made with a malicious intention.
  - Inability to substantiate the complaint or provide adequate proof will not amount to malicious intention
- If allegations are proved :
  - Punishment will be decided as per service rules
  - Punishment of monetary penalty can be decided ; payable to the aggrieved woman
- If the parties are not satisfied with the decision of the committee they may appeal in the court or tribunal

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