TATA ADVANCED SYSTEMS	POSH Policy

1. PURPOSE

a. To set forth the expectations of conduct and mutual respect at the workplace with regard to prevention of sexual harassment and the process of inquiry and complaint redressal if these expectations are not met or are violated

b. To clearly establish that entities under TASL, its subsidiaries and its JVs are committed to creating a work environment free from all forms of discrimination and conduct which can be considered harassment, coercive, or disruptive on sexual grounds

c. To identify a workable definition of sexual harassment in the workplace, explain the process of complaint if sexual harassment occurs and emphasize that anyone engaging in such conduct will be subject to appropriate disciplinary action

d. To outline the duties, responsibilities and rights of all Employees including managers and supervisors and other personnel involved in TASL, its subsidiaries and JVs

e. This Policy is not to persecute, but to provide a safe and secure work place

f. To create and maintain a safe and secure work environment, create and establish equality, to sensitize, to appraise employees of the outcome, implications and to give protection

2. GENERAL

a. ABBREVIATIONS

Act	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
IC	Internal Committee
JV	Joint Venture
POSH	Policy on Prevention of Sexual Harassment at Workplace (Prohibition and Redressal)
TASL	Tata Advanced Systems Ltd

b. TERMS & DEFINITIONS

i. **Aggrieved Party** shall mean any person, of any age whether employed or not with TASL, its subsidiaries and its JV's, who alleges to have been subjected to an act of Sexual Harassment by the Respondent at the workplace.

ii. **Respondent** shall mean a person against whom the Aggrieved Party has made the complaint.

iii. **Company:** TASL, its subsidiaries and its JV's

iv. **Workplace** shall mean place of work and includes all locations where business of the Company entity is conducted or any activity is conducted in partnership with the Company or social events are sponsored by the Company or to any place visited by the Employee arising out of or during the course of employment and includes transportation provided by the Company.

v. **Internal Committee or Internal Complaints Committee:** Committee constituted by entities under TASL in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 to deal with complaints and redressal of Sexual Harassment at Workplace.

vi. **Third Party:** Any person who may have witnessed the episode of Sexual Harassment or a representative of Aggrieved Party who can file a complaint for or on behalf of Aggrieved Party.

vii. **Complaint:** The complaint is the first or initial pleading on the part of the alleged person in an action for sexual harassment at workplace

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viii. **Conciliation:** The settlement of an incident of Sexual Harassment amicably and without the conduct of a formal inquiry, agreed to **voluntarily by the aggrieved person;**

ix. **Sexual Harassment:** Sexual Harassment has many different definitions and it is not the intent of this Policy to limit the definition, but to provide guidance regarding incidents involving acts constituting Sexual Harassment. Sexual Harassment in any form is prohibited, (including verbal, physical and audio/ visual conduct, threats, demands, and retaliation) and will not be tolerated.

- Sexual Harassment includes unwelcome sexually determined conduct (whether directly or by implication) such as,
  - **a.** Any uninvited sexual behaviour from persons of the same or opposite sex
  - **b.** Behaviour that offends the dignity of the individual towards whom it is directed
  - **c.** Persons using their positions of power to degrade and humiliate or demand sexual favours
  - **d.** Submission to or rejection of such conduct is made, explicitly or implicitly, a term or condition of employment
  - **e.** Threats and/or demands to submit to sexual requests in order to maintain employment or to avoid some other loss, and offers of job improvements or benefits in return for sexual favours

The following behaviour is considered inappropriate, and is liable for disciplinary action (including termination):

- **Verbal Harassment, which includes:**
  - **a.** A demand or request for sexual favours over promises related to employment such as work conditions, promotion, and increments. This is known as “quid pro quo” sexual harassment
  - **b.** Gesture-based harassment e.g. sexually coloured remarks
  - **c.** Making sexually suggestive or off-colour comments, threats, slurs, sexual propositions epithet, and derogatory comments
  - **d.** Sexual jokes or teasing, misogynist humour, sexually coloured gender specific jokes
  - **e.** Sexual innuendoes and off-colour remarks
  - **f.** Insulting or obscene comments or gestures
  - **g.** Comments about how someone looks, especially about parts of the body, sexual prowess or sexual deficiencies
  - **h.** Use of sexually explicit language
  - **i.** Repeated requests for dates despite being told "NO" each time or stalking

- **Physical Harassment, which includes:**
  - **a.** Unwanted sexual or physical contact and advances
  - **b.** Intentional touching, pinching, grabbing, brushing against another’s body
  - **c.** Sexual assault
  - **d.** Cornering, trapping or blocking another’s pathway
  - **e.** Any physical conduct which is unwelcome

- **Written, Visual or Graphic Harassment, which includes:**
  - **a.** Showing pornography, derogatory posters, photography, e-mails, Web pages, gestures of a sexual nature
  - **b.** The display of pornographic material
  - **c.** Written communication that has sexual implications

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d. Leering or catcalls or staring at another's body and / or sexually suggestive gesturing
e. Displaying sexually visual material such as pinups, cartoons, graffiti, computer programmes, catalogues of a sexual nature
f. playing sexually suggestive music
g. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
h. Cyber stalking and threats via all forms of communication including electronic, physical etc

- These circumstances, among other circumstances, if it occurs or if it is present in relation to or connected with any act of sexual harassment, may amount to sexual harassment:
  a. When either implicitly or explicitly it becomes a condition of the individuals present or future employment
  b. Implied or explicit promise of preferential treatment in employment
  c. Implied or explicit threat of detrimental treatment in employment.
  d. The harassment has a purpose or effect of unreasonably interfering with the work performance or creating an environment, which is intimidating, hostile or offensive
  e. Humiliating treatment likely to affect health or safety

- The point for consideration should be the effect that the conduct of one person has on another rather than whether the behaviour was intentionally offensive or not.

3. PROCEDURE

3.1. Internal Committee (IC)

Every Unit should constitute an IC, in line with the following:

S.No.	Member	Eligibility
1	Presiding Officer	Woman employed at a senior level at workplace. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace
2	2 members (minimum)	From amongst employees
3	External Member	From amongst NGO/ associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

i. IC should comprise of at least 4 members (including Presiding Officer & External Member)
ii. Wherever possible, the IC should comprise of an odd number of members
iii. At least half of the IC members should be women
iv. There should be at least one male member in the IC
v. Wherever possible, IC should have members from across different functions and departments
vi. Presiding Officer, members & External members are to be nominated (including nominations against vacancy) by the Management

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3.1.1. Term of Office & Allowance for Member of IC

i. The term of the IC members including the Chairperson/ Presiding Officer shall not exceed three years from the date of their nomination.

ii. The Member appointed from among the NGO/ association shall be paid fees/ allowances as decided by the Company for holding the proceedings of the IC

3.1.2. Obligation of the Internal Committee

i. Members of the Internal Committee shall maintain strict confidentiality on all cases relating to sexual harassment at workplace

ii. Members shall ensure that the Complainant is not subject to any backlash or retaliation owing to the complaint;

iii. All members of the Internal Committee, before proceeding with any inquiry on complaint of sexual harassment at workplace must ensure that they are free of any conflict of interest with either the Complainant or the respondent.

iv. The Internal Committee must maintain clear, timely communication with the parties, while handling any complaint with regards to sexual harassment at workplace and provide for such interim measures, as it may deem fit to conduct a fair inquiry.

3.1.3 Removal of Committee Members

i. A member including the Presiding Officer shall be terminated with immediate effect from the IC and appropriate action taken against them in case of:

- Disclosing any confidential information relating to the process and making known the contents of complaint and inquiry proceedings, any conciliation, action taken by IC, the identity of Aggrieved Party, Respondent and/or Witnesses to press/ any media and/or any other party;
- Retaliation towards a person for opposing, reporting or notification of intent to report Sexual Harassment, or for participating in an investigation, proceeding or hearing conducted internally or by an investigating agency;
- Conviction for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her;
- Found guilty in any disciplinary proceedings
- Have a bias against the alleged person or aggrieved person
- Abusing the position for rendering continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the IC and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance to the Policy.

ii. If any complaint arises against the Presiding Officer or any of the members of the Internal Committee, the Presiding Officer or the member, as the case may be, they will recuse themselves from the proceedings and an alternate member shall be appointed in their position to the committee to avoid any conflict of interest

3.1.4. Powers of the IC

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For the purpose of making an inquiry into a complaint of Sexual Harassment, the IC, shall have the same powers, as are vested under the Civil Court when trying a suit, with respect to the following:

- Summoning and enforcing the attendance of any person and examining him on oath;
- Requiring the discovery and production of documents; and
- Third party complaint
- Any other manner which may be prescribed

3.2. Complaints

3.2.1. Who can file the complaint

A complaint can be raised by the Aggrieved Party or by Third Party who has witnessed the behaviour of Sexual Harassment. If an incident of this kind is brought to the notice of any Employee (not necessarily the reporting manager of the Respondent or Aggrieved Party) he/ she shall be responsible to communicate the same to the IC.

3.2.2. Reporting Incidents

i. All the complaints will be dealt by an **IC** constituted for this purpose. Upon incident of Sexual Harassment occurring within the scope of this policy, the incident(s) must be reported to **IC** member
ii. On receipt of the incident by Business HR/ HOD/ HR at the location, they shall report the same to the respective Internal Committee Member.
iii. The Company treats all complaints of Sexual Harassment seriously and all individuals are expected to be candid and truthful, and to fully cooperate during any investigation

3.2.3. Time line to file complaint

i. The complaint must be filed within a period of 90 days from the date of the incident
ii. The **IC** may, for the reasons to be recorded in writing, extend the time limit beyond 90 days, if it is satisfied that the circumstances were such which prevented the complainant/s from filing a complaint within the said prescribed period

3.2.4. Manner of Reporting a Complaint:

i. The complaint should be made in writing to the **IC** / any member of the **IC.**
ii. Complaint should be submitted in 6 (six) copies, along with supporting documents and addresses of the witnesses if any.
iii. In case the complaint cannot be made in writing, the Presiding Officer of the Internal Committee or any member of the internal committee shall render reasonable assistance to the aggrieved person for making the complaint in writing.
iv. The written complaint should contain a description of incident(s), relevant date(s), timing(s), location(s), name(s) of the respondent(s) and working relationship between the parties

3.2.5. Complaint Redressal process

i. On receiving the complaint, the **IC** would examine the merit of every complaint lodged and would take a decision to probe further in accordance with the procedure specified in the policy.

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ii. **IC** shall record verbal statements of the incident from the aggrieved person or complainant and the Respondent.
iii. The aggrieved person or complainant and the Respondent shall provide their verbal statements to the **IC** in separate sessions.
iv. **IC** shall inform the complainant about the ensuring process and the formal or informal options available for the redress.
v. If the complainant chooses to adopt the informal process (conciliation) to resolve her complaint/ experience of workplace sexual harassment, then it is the responsibility of IC to explore enabling ways to address the complaint, these may include:
   - Counseling the Respondent/Complainant
   - Educating the Respondent
   - Orienting the Respondent
   - Warning the Respondent to promptly stop the unwelcome behavior
   - Appointing a neutral person to act as a conciliator between the Complainant and the Respondent

3.3. Redressal Process: Two types of redressal procedures shall be advised by the IC

3.3.1. Conciliation - Choosing to resolve the complaint through Conciliation is at the discretion of the Complainant.

Before suggesting or recommending that the complaint may be resolved informally, the Internal Committee to assess the severity of the complaint and if it considers necessary, advise and enable the Complainant to opt for the formal route.

In case of Conciliation,

i. No monetary compensation can be a basis of conciliation
ii. In case any settlement is arrived at, the **IC** shall record the settlement arrived at between the parties and forward the same to the Management. On arrival at a settlement through conciliation, no further inquiry is conducted by IC
iii. The Committee shall provide the copies of the settlement as recorded during conciliation to the aggrieved person and the respondent.
iv. In case where the aggrieved person informs the **IC** that any term or condition of the settlement arrived at under the conciliation has not been complied with by the respondent, the Internal Committee shall proceed to make an inquiry into the complaint.
v. In case, where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the **IC**.

3.3.2. Formal Redressal System

i. Formal process will be adopted in case:
   a. If the Aggrieved Party doesn't wish to take the conciliation route, he/ she can register a written complaint for a formal inquiry and redressal.
   b. In case no settlement is arrived at during the course of conciliation
   c. The formal redressal system shall be invoked when the Aggrieved Party informs the IC that Respondent hasn't complied with the settlement derived through conciliation route.

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d. Committee will verify the nature of the claim and conclude if the same comes under the purview of sexual harassment at workplace. The **IC** shall review the complaint for:

- Whether in the context of a workplace, the complaint comes under the ambit of the Act, Rules and new laws in force since then
- Clarity in the complaint
- Whether any further information is required from the Complainant
- Whether the Respondent displayed a potentially improper and/or offensive conduct which may come within scope of sexual harassment at workplace
- Whether the behavior was directed at the Complainant
- Whether the Complainant experienced harm
- Whether the behavior occurred in the workplace or any location/ event related to the workplace.

ii. The IC will acknowledge receipt of the complaint within stipulated timeline

iii. Within reasonable timeline of receiving a complaint, the Internal Committee will inform the respondent in writing that a complaint has been received. The respondent will have an opportunity to respond to the complaint in writing within the stipulated timeline thereafter. Upon the Respondent filing response to the complaint, a copy of the same shall be made available to the Complainant by the **IC**.

iv. The inquiry shall be completed by the **IC** within a period of **90 (ninety) working** days.

v. During the pendency of an inquiry, on a written request made by the aggrieved party, the **IC** may recommend to the company to take appropriate interim reliefs

iv. Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent

v. Both the Aggrieved Party and the Respondent shall be given an opportunity of being heard during the course of enquiry.

vi. The **IC** should review the information gathered and their factual relevance to each aspect of the complaint.

vii. Once the information and review are complete, the IC will make its reasoned finding(s)

viii. Based on the above, the **IC** shall arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

3.4. Reporting

3.4.1. On the completion of an inquiry under this Act, the **IC**, shall provide a **report of its findings** to the Management in the manner provided

3.4.2. Where the **IC**, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Management that no action is required to be taken in the matter.

3.4.3. Where the Internal Committee, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Management to take appropriate actions as per severity of misconduct

3.5. Investigation Report

3.5.1. On completion of the inquiry, the IC shall provide a report of its findings to the Management within reasonable timeline from the completion of the inquiry. A copy of the report is also to be made available to the Aggrieved Party and Respondent.

3.5.2. The Management will act on the recommendations of the Committee within **60 (Sixty) working days** of the receipt of the report.

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3.5.3. It would be ensured that aggrieved person or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

3.5.4. The proceedings of the investigation and its judgement shall be recorded in writing, and verbatim, by **IC**.

3.6. Frivolous or False Claims

3.6.1. Dealing with complaints of sexual harassment is a sensitive matter and any allegations/ complaints, however discreetly handled, could prove damaging for the person against whom it has been raised. Baseless allegations should therefore be strictly avoided

3.6.2. In a case where a false complaint has been filed and the investigation has proved that the motivation of the complaint was purely to defame the respondent, disciplinary action will be initiated against the complainant and recorded in the personal file of the complainant. The action to be taken will be recommended by the Committee. Action can also be taken against a witness who provided false evidence or produced any forged or misleading document

3.6.3. The malicious intent on the part of the complainant should be established after an enquiry before any action is recommended

3.6.4. If the Committee arrives at the conclusion that during the enquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Management to take appropriate actions

3.6.5. The Company may take appropriate action against concerned for bringing up false accusation/ false charge of Sexual Harassment against any other person

3.6.6. This anti Sexual Harassment Policy is not to persecute, but to provide a better, safe and secure workplace

3.7. No Retaliation

3.7.1. Any individual who complains of sexual harassment will not in any way be retaliated against either by the Respondent/s or through any other individual. Such retaliation or harassment will be viewed as a very serious violation of this policy.

3.7.2. If an Aggrieved Party or Third Party making a compliant feels he/she is being retaliated against in any manner whatsoever for reporting or participating in a Sexual Harassment investigation, etc., they shall report the matter immediately to the IC.

3.8. Appeal

The complainant and the defendant shall have the right to appeal if they are dissatisfied with the decision of the **IC**. Such appeal shall be made within a period of 90 (ninety) working days from the date of recommendations

3.9. Miscellaneous

3.9.1. Confidentiality

It shall be the duty of the **IC** or any person entrusted with the duty to handle or deal with the complaint of sexual harassment as well as every person having knowledge of the complaint of sexual harassment, to ensure strict confidentiality with respect to the contents of the complaint of sexual harassment and inquiry proceedings.

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3.9.2. Preparation of annual report

As prescribed by law, the annual report will be submitted with the authorities, as applicable

3.9.3. Statutory Compliance

In regard to any aspect not specifically mentioned in this Policy, the provision of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act 2013 (the Act)) shall apply. In the event of any conflict, ambiguity or inconsistency between this Policy and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" or any other applicable law on any issue, this policy shall be suitably amended and modified in a manner to ensure that stipulations as provided under The Act are captured adequately.

3.9.4. Every unit is supposed to create an Internal Complaints Committee, in line with this procedure, and extensively share committee structure with employees through various media.

4. Responsibility:

4.1. **Internal Committee**

Internal Committee fulfil their duty and responsibilities, in accordance with the policy

- Receive, record and redress complaints of sexual harassment at workplace.
- Inquire into and investigate every complaint in a fair, impartial, proper and just manner, bearing in mind principles of natural justice.
- Initiate and conduct inquiry as per the established procedure. Submit findings and recommendations of inquiries. Coordinate with the Management in implementing appropriate action.
- Counsel person and take disciplinary actions.
- Create an enabling environment for addressing complaints of sexual harassment, so that the aggrieved person(s) are encouraged to come forward and report any instances of sexual harassment at workplace.
- Effectively communicate the Company's policy on prohibition, prevention and redressal of sexual harassment in workplace.
- Create forums for dialogue, organize and hold workshops, sessions for spreading awareness on sexual harassment and gender sensitization among employees

4.2. **Employees**

To contribute towards a safe working environment at the workplace

4.3. **Business HR**

- Provide assistance to the IC Members (as appropriate) for implementation of POSH Policy
- Create awareness around POSH policy and publishing the Internal Committee of the respective Units at prominent locations and notice board.

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ANNEXURE – Details of Internal Committees

Unit	Designation	Name	Email
TASL Hyd	Presiding Officer	Palaniammal Rajamani	prajamani@tasl.aero
TASL Hyd	Member	Nayana Kumar	nkumar@tasl.aero
TASL Hyd	Member	Krishnaveni K	kkrishnaveni@tasl.aero
TASL Hyd	External Member	Sangeetha M S	sangeetha@ccilegal.in
C295-MCA	Presiding Officer	Pratima Kumari Sarkar	psarkar@tasl.aero
C295-MCA	Member	Soumya Ranjan Senapati	sesenapati@tasl.aero
C295-MCA	Member	Subash Murugesan	smurugesan@tasl.aero
C295-MCA	External Member	Sangeetha M S	sangeetha@ccilegal.in
TCoE	Presiding Officer	Ameerunnisa Begum	abegum@tasl.aero
TCoE	Member	S V Prakash Kosireddy	svprakashkosireddy@tasl.aero
TCoE	Member	Shivani Chhipa	schhipa@tasl.aero
TCoE	External Member	Sangeetha M S	sangeetha@ccilegal.in
B01	Presiding Officer	Nidhi Sharma	nsharma@tasl.aero
B01	Member	Jeyaraj Timothy	jtimothy@tasl.aero
B01	Member	Ankita Agarwal	ankitaa@tasl.aero
B01	Member	Manjunatha Gowda	manjunathgowdas958@gmail.com
B01	External Member	Prof. Vindhya Undurti	u.vindhya@gmail.com
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Tasl Nagpur	Member	Rasal Khaja	rasal.khaja@tasl.aero
Tasl Nagpur	Member	Mr.Vikram Bhrushundi	vikram.b@tasl.aero
Tasl Nagpur	Member	Palak Mishra	palak.mishra@tasl.aero
Tasl Nagpur	Member	Sandip Mali	smali02@tasl.aero
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Tasl Defence, Delhi NCR	Member	Saru Rani Goyal	srgoyal@tataadvancedsystems.com
Tasl Defence, Delhi NCR	Member	Abha	abha@tataadvancedsystems.com
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Physical Security	Member	Shashank Thakur	shashank.thakur@tataadvancedsystems.com
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Cyber Security	Member	Moha Gupta	Mgupta@tataadvancedsystems.com
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AP&S	Member	Nimisha Mishra	nmishra@tataadvancedsystems.com
AP&S	Member	Dayana V	dayanav@tataadvancedsystems.com
AP&S	External Member	Prof. Vindhya Undurti	u.vindhya@gmail.com
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SED	Member (Bangalore/Vemagal)	Sheshadri K A	ksheshadri@tataadvancedsystems.com
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SED	Member (Delhi NCR)	Kaveri Johri	kaveri@tataadvancedsystems.com
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SED	External Member (Bangalore/Vemagal)	Prof. Vindhya Undurti	u.vindhya@gmail.com
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Mumbai Fort Office	Member	Ameya Kamat	akamat@tataadvancedsystems.com
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Land Mobility	Member	Prabhakar Khairnar	prabhakar.khairnar@tataadvancedsystems.com
Land Mobility	Member	Swapnil Jha	swapnil.jha@tataadvancedsystems.com
Land Mobility	Member	Prashant Kumar	prashant.kumar@tataadvancedsystems.com
Land Mobility	External Member	Prof. Vindhya Undurti	u.vindhya@gmail.com
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C295 FAL	Member	Shrinivas Deshpande	s.deshpande@tataadvancedsystems.com
C295 FAL	Member	Rahul Srivastava	rahuls@tataadvancedsystems.com
C295 FAL	External Member	Prof. Vindhya Undurti	u.vindhya@gmail.com
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MRO	Member	Sweta Jha	s.jha@tataadvancedsystems.com
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