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|  WAY2WEALTH <small>A COFFEE DAY COMPANY</small> | Workplace Sexual Harassment Prevention and Resolution Policy | W2W/HR/2015 |
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WORKPLACE SEXUAL HARASSMENT PREVENTION POLICY

1. Objective

To provide a safe and respectful work environment / establish an atmosphere for employees that is free from Harassment or discrimination against race, colour, creed, religion, gender, age, sexual orientation or gender identity, or physical or mental disability and outline the company's policy to protect employees against Sexual harassment in particular

2. Purpose

The Policy is meant to promote a healthy work environment that is free from harassment of all kinds for all those covered. The policy provides for an effective Complaint and Redressal mechanism for any cases of Sexual Harassment

3. Coverage

It shall apply to all employees, trainees, contract employees, interns, temporary workers, consultants and all those who are involved in the company's activities directly or indirectly on a day-to-day basis, hereinafter referred to as "Individual". All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment or sexual harassment in particular


4. Definitions

4.1 Sexual Harassment

Sexual Harassment includes any one or more of the following unwelcome acts or behavior which is offensive to the person or persons it is targeted toward whether directly or by implication namely:-

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non verbal conduct of sexual nature;
- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety
- Examples of harassing behaviour may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures.

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- Use of the employer's or employees own computer system or any electronic or digital device for the purpose of viewing, displaying, or disseminating material that is offensive in nature may also constitute harassing behaviour.

4.2 Internal Complaints Committee

A Committee formed under this policy to investigate complaints of sexual harassment referred to it and make appropriate recommendations to the relevant management team. The Internal Complaints Committee shall consist of the following members to be nominated by the employer, namely:-

- A Chairperson who shall be a woman employed at a senior level at workplace from amongst the employees. The Chairperson shall be nominated from other offices or administrative units of the work place.
- Not less than two members from amongst employees preferably who have had experience in social work or have legal knowledge
- One member from amongst non-governmental organizations
- One half of the total members so nominated should be women
- Internal committee shall hold office for three years from date of nomination.


List of members of the Committee for the period June 2013 to March 2019 is as per Annexure 1
The same committee will continue, unless notified otherwise in writing at the end of the term

4.3 Management Team

A Management team refers to the person/s vested with the powers to take appropriate disciplinary action and comprises the senior management of the organisation which will include any employee designated as Chief Executive Officer, Managing Director, Director,/ President / Business Human Resources Head

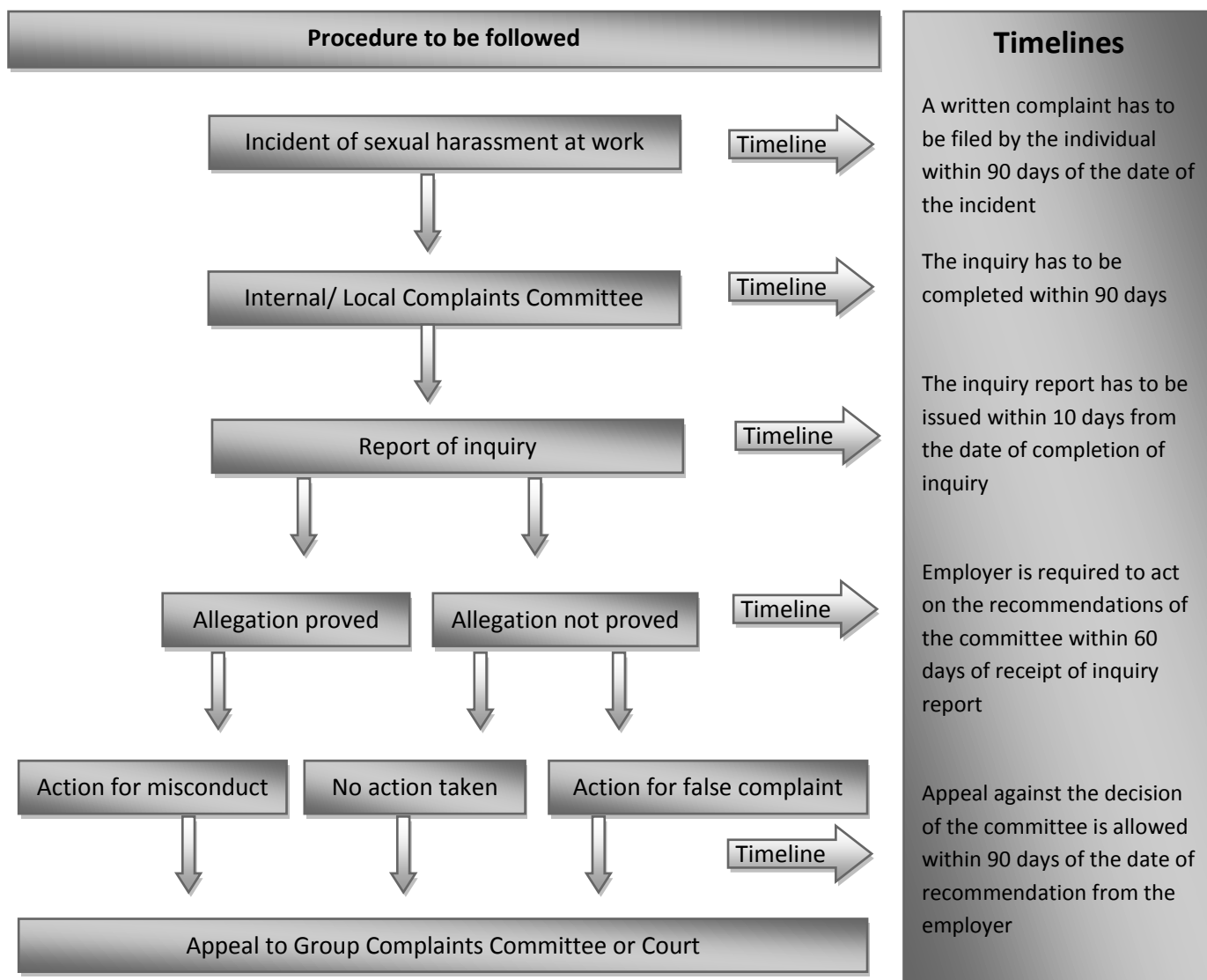
5. Complaint Communication Channel


The addresses / phone numbers / e-mail addresses etc of all members of the Internal Complaints Committee are given in Annexure 1

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6. Complaint procedure

Sexual harassment of an individual at work place (Prevention, prohibition & redressal) Act, 2013



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6.1 Procedure for Lodging Complaints

Any aggrieved Individual may lodge a complaint to the Internal Complaints Committee in writing within 90 calendar days from the date of an incident and in case of continued harassment, 90 calendar days from the last instance of harassment

6.2 Procedure on Receipt of Complaints

The Chairperson shall, within 90 working days of the receipt of a complaint under this policy, personally meet or designate a member of the Internal Complaints Committee to meet the Individual who has made the complaint and record the findings of such interview.

After the interview as stated above, the Chairperson shall, on being satisfied about the existence of a prima facie case of harassment, within a further period of 90 working days, appoint an Investigation Committee comprising of the members of the Internal Complaints Committee to investigate the complaint, after recording reasons thereof and inform the Internal Complaints Committee of his/her action.

If the Chairperson is satisfied that there is no prima facie case of harassment having occurred as complained of, he or she shall dismiss the complaint after recording in writing reasons therefor.

6.3 Investigation

The Investigation Committee shall promptly and thoroughly investigate the Complaint referred to it and submit to the Chairperson, a report of its findings within 10 working days from the date of the complaint being referred to it.

Every Individual shall cooperate with the Internal Complaints Committee in its investigation and any failure to cooperate with the Internal Complaints Committee in its investigation will be deemed as a contravention of this Policy.


The Committee shall document all investigations and findings. No person against whom a Complaint is made shall be part of the Investigation Committee.

Internal Complaints Committee can recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of 3 months in addition to her regular statutory/ contractual leave entitlement

6.4 Proceedings and Communication of Findings

The Complaints Committee shall consider the findings of the report and communicate the findings and recommendations to the Business Head. The Business Head will take appropriate action in consultation with the Chairperson of Internal Complaints Committee and communicate the findings to the complainant and the concerned Individual against whom such complaint was made within 60 working days from the date of the investigation report.

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The Business Head will also ensure that a closure report is submitted to the Chairperson of the Internal Complaints Committee on completion of any action taken.

The Internal Complaints Committee shall follow principles of natural justice in all its proceedings and shall maintain confidentiality of the identity of the complainant and the witnesses.

In case of complaint against Individual, who is/are members of the Complaints Committee, the Chairperson shall entrust the proceedings to the NGO representative to investigate the complaint and such person shall have the same powers as the Internal Complaints Committee in implementing this policy.

6.5 Privacy

As appropriate, the Company will work to protect the confidentiality of the identity of all parties involved and the nature of circumstances involved and/or relating to any allegation or complaint of harassment except when disclosure is appropriate or necessary for purposes in connection with the investigation of the allegation or complaint and/or taking appropriate remedial or disciplinary measures

6.6 Appeal Procedure

If the victim of harassment feels unsatisfied with the outcome of his/her complaint to the Unit Complaints committee, he/she may appeal to the Group Complaints Committee or a Court within 90 days from the date of last proceedings. This committee after hearing the appeal shall review the case and present their recommendations to the appropriate Management Team. The decision of the Group Level Management Team will be communicated to the Business Head to implement the recommendations

6.7 Implementation of the Recommendation

The punishment may be by way of any disciplinary action up to and including termination of employment as may be decided by the Internal Complaints Committee.


The implementation of the orders shall be within 60 days of the receipt of recommendation from the Internal Complaints Committee Chairperson may award interim relief to the complainant during the course of investigation to prevent any further Harassment or to safeguard the complainant from threats and retributions.

6.8 Determination of Compensation

For the purpose of determining the sums to be paid to the aggrieved woman, the Internal Complaints Committee shall have regard to:-

- ✓ The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- ✓ The loss in the career opportunity due to the incident of sexual harassment
- ✓ Medical expenses incurred by the victim for physical or psychiatric treatment
- ✓ The income and financial status of the respondent
- ✓ Feasibility of such payment in lump sum or in instalments.

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7 Penalties

Every Individual who lodges a false complaint or false evidence shall be liable for disciplinary action, up to and including termination of employment as per the rules of the Company.

Every Individual who threatens or intimidates (a) any Individual who has made a complaint under this policy or (b) any witness thereof, shall be liable for disciplinary action, up to and including termination of employment as per the rules of the Company

8 Miscellaneous

The Complaints Committee shall ensure a quorum of at least 2 members when taking a decision/meeting.

9 Action against Frivolous Complaints:

So as to ensure that the protections contemplated under the Sexual Harassment Act do not get misused, provisions for action against “false or malicious” complainants have been made

10 Employee Responsibilities

10.1 The Aggrieved person

Consider using an informal method of resolution if the behavior was minor. Only use this method if you feel it will permanently stop the offensive behavior without reprisal and you feel the offender should be given a chance to change.


- Consider filing a formal complaint with the Complaints Committee if the incident and behaviour is serious, absolutely unacceptable, or repeated (especially after telling the offender to stop)
- Every Individual is entitled to a work environment that is free from Harassment.
- Every Individual shall be entitled to complain against harassment to which he/she was subject to or which was targeted at him/her, to the Internal Complaints Committee established under this Policy.
- Anybody who complains to the Internal Complaints Committee or participates in the investigations of the Committee for giving evidence or statements shall not be victimized or subjected to any unfavourable treatment in the conditions of his/her work.

The procedure for reporting incidents of harassing behaviour is not intended to impair, replace, or limit the right of any employee to seek a remedy under any appropriate judicial court

10.2 The Offending Person

- Stop the behaviour immediately
- If you feel you may have harassed someone, take action.
- Apologize. Ask another person or supervisor for advice and accompany you to the person who was subject to Harassment, or intervene on your behalf.
- Talk to the person who was subject to Sexual Harassment and discuss how you two can communicate more effectively without giving room for offensive statements.

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- If a formal complaint has been filed, seek legal counsel or assistance to understand your rights.

10.3 The Friend or Co-Worker


- If you are approached by a friend or co-worker who feels he or she was discriminated against or harassed, take action.
- Encourage the person who was subject to Sexual Harassment to approach the offending person directly or use other informal resolution methods.
- Offer to accompany the person who was subject to Harassment to the offending person, the Internal Complaints Committee or an agency to file a formal complaint.
- Any incident of Sexual Harassment that comes to the knowledge of any Individual shall be reported to the Internal Complaints Committee promptly.

10.4 The Supervisor

- If you observe or are approached about discrimination or Sexual Harassment, take action.
- Advise the person who was allegedly subject to Sexual Harassment of his or her right to seek help through the compliance officer.
- Advise the offending person to cease harassment immediately. If the alleged offender is a supervisor, report it immediately to the Internal Complaints Committee and encourage the complainant to do the same.
- Act promptly and take corrective action if you supervise the offending individual.
- Warn all parties immediately against behaviour, which may look like direct or indirect reprisal.

10.5 Reporting

- The Internal Complaints Committee shall in each calendar year prepare, in such a form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer
- The District Officer shall forward a brief report on the annual reports received under the subsection (1) to the State Government

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ANNEXURE 1 – Applicable for all ABCTCL employees

List of Internal Complaints Committee, Bangalore for the period Apr 2017 to Mar 2019


| Position | Name | E-Mail | Contact Number |
|------------------|-----------------|----------------------------|----------------|
| Chairperson | Rima Srivastava | Rima@way2wealth.com | |
| Member | Sandhya | Sandhya@way2wealth.com | |
| Member | Shubhashini | Shubhashini@way2wealth.com | |
| Member(external) | Niveditha | | |

List of Internal Complaints Committee, Mumbai for the period the period Apr 2017 to Mar 2019

| Position | Name | E-Mail | Contact Number |
|------------------|-----------------|-----------------------------|----------------|
| Chairperson | Rima Srivastava | Rima@way2wealth.com | |
| Member | Swapna Satam | Swapna.Satam@way2wealth.com | |
| Member | Meryl Dsouza | Meryl.d@way2wealth.com | |
| Member(external) | Niveditha | | |

Group Committee – for escalation for all Coffee Day Group companies

| Position | Name | E-Mail | Contact Number |
|------------------|----------------|--------|----------------|
| Chairperson | Shwetha Shetty | | |
| Member | Niveditha | | |
| Member | Ram Mohan | | |
| Member(external) | | | |

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ANNEXURE 2

The following will be construed as Misconduct which will invoke strict disciplinary action from the organisation which can be upto termination of employment. This list is not exhaustive and misconduct may not be limited by these acts only:

- Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic, origin, colour, religion, age, sex, marital status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics
- Unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a relationship)
- Displays of sexually explicit, sexist, racist, or other offensive or derogatory material
- Written or verbal abuse or threats
- Practical jokes that embarrass or insult someone
- Leering (suggestive staring) or other offensive gestures or making obscene signs with one's fingers or hands
- Unwelcome physical contact, such as patting, brushing, hugging, touching, pinching, hitting
- Indecent exposure; Patronizing an employee in front of co – workers
- Abuse of authority that undermines someone's performance or threatens her or his career
- Vandalism of personal property
- Physical or sexual assault
- Graphic descriptions of pornography, showing pornography or sending, showing indecent letters and email messages
- Terms of endearment, such as calling a co – worker "honey", "dear", "sweetheart", or some similar expressions
- Invasion of privacy or practical jokes causing physical or psychological distress
- Pressurize to become involved in anti – social or criminal behaviour
- Verbal and/or physical intimidation – threats, shouting, derisory remarks, often in front of others
- Ostracism, or conversely, excessive supervision
- Undermining of the individual's position by changing work objectives/guidelines without consultation, taking credit for the target's work, deriding the target's work to supervisors, etc
- Removing areas of responsibility and giving people menial or trivial tasks to do instead
- Withholding information; Spreading malicious rumours, etc