

EKA POLICY ON PREVENTION OF SEXUAL HARASSMENT (PoSH) AT WORKPLACE

1. POLICY STATEMENT:

Eka Archiving Services Pvt Ltd. and Eka Cultural Resources & Research (henceforth referred as Eka) 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. Eka 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.

2. SCOPE:

This policy applies to all Eka employees full-time, part-time, interns, and those on contractual assignments. The workplace includes:

1. The Eka office or designated office by a client in their premises or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

3. 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 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, sexual orientation 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
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Inappropriate innuendos

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Eka 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.

Eka recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of Eka, partnering professionals, clients, associates, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within Eka's office premises or outside at the client's premises including at social events, talks, exhibitions, seminars, workshops, business trips, training sessions or conferences associated with or organised by Eka.

4. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

- All employees of the Company have a personal responsibility to ensure that their own behaviour is not contrary to this policy.
- All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

5. COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of "**Internal Complaints Committee (ICC)**" has been created in the Company for time-bound redressal of the complaint made by the victim.

6. COMPLAINTS COMMITTEE:

The Company has instituted an Internal Complaints Committee (or ICC) for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

Initially, and till further notice, the Internal Complaints Committee will comprise of the following six members:

1. **Presiding Officer:** Deepthi Sasidharan
2. **Member:** Anita Jacob Koshy
3. **Member:** Leela Alexander
4. **Member:** Aparna Ramachandran
5. **Member:** Talib Ahmed
6. **External Member:** Mita Kapur

7. COMPLAINTS PROCEDURES:

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

occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated Eka 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 Indian legal framework

Eka recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Eka understands the need to support victims in making complaints.

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.

1. An employee who is not comfortable with the informal resolution or has exhausted such options, may make a formal complaint to the Presiding Officer of the Internal Complaints Committee (ICC) constituted by the Company. The complaint shall have to be in writing and can be in the form of a letter, submitted within 3 months from the date of the incident and in case of a series of incidents, within 3 months from the date of the last incident. The ICC can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of 3 months. Alternately, the employee can send his/her complaint via an email. The employee is required to disclose their name, designation and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.

Complaints against any member of the ICC should be sent directly to the Managing Director of the Company.

2. The Presiding Officer of the Internal Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding

Officer will record this finding with reasons, and communicate the same to the complainant.

3. If the Presiding Officer of the Internal Complaints Committee determines that the allegations constitute an act of sexual harassment, she will proceed to investigate the allegation with the assistance of the ICC.
4. The Internal Complaints Committee shall meet and conduct such investigations in a time bound manner and shall submit a written report containing the findings and recommendations on action to be taken, not later than 60 days from the date of receipt of the complaint. The Management of the Company will subsequently jointly take a decision on the corrective action based on the recommendations of the ICC and keep the complainant informed of the same.
5. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained through the investigatory process to the extent practicable and appropriate under the circumstances. All records of complaints, including contents of meetings and results of investigations and relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or remedial processes.
6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

8. 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 disciplinary measures:

- written warning to the perpetrator
- transfer or change of work assignment for either the perpetrator or the victim
- suspension or dismissal of the employee found guilty of the offence.

The nature of the measures 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. Final authority on all disciplinary measures shall rest with the Co-founders of Eka.

9. IMPLEMENTATION OF THIS POLICY

Eka recognises the importance of monitoring this sexual harassment policy and will ensure 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. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

Eka will ensure that this policy is widely disseminated to all relevant persons. It will be posted on the company website and staff induction protocols. All new employees and interns will be trained on the content of this policy as part of their induction into the company. Every year, Eka will require all employees to attend a refresher training course on the content of this policy. It is the responsibility of the manager to ensure that all employees are aware of the policy.

10. CONCLUSION:

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.