

Guideline/ Policy	Title	Prevention of Sexual Harassment
	Version	V6
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	Revision date	26/07/2024

Document History

Version	Date of Amendment	Author	Brief Description of Change	Reviewed By
1	03.07.2019	SHR	Introduction of policy	BHR
2	01.07.2020	SHR	Aligning the policy with all recent amendments	CPO
3	05.07.2021	SHR	Amendments in policy structure and inclusions of Definitions	Legal & Compliance
4	16.09.2022	SHR	Review of policy	CPO
5	26.02.2024	SHR	Annual Revision & Addition of Employer and Members Rights & Duties	Process Owners & Knowledge Partners
6	26/07/2024	SHR	Review of Policy	Process Owner

I. Introduction

Trident is committed to protecting the rights and dignity of its female members and creating a workplace free from all forms of sexual harassment. Thus, the Company has adopted the following policy to prevent or deter any acts of sexual harassment and streamline procedures for the resolution, settlement and prosecution of such acts. This policy has been framed in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules framed thereunder (POSH Act and POSH Rules). While the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

Furthermore, Trident upholds the belief that all members, irrespective of their gender, have the right to work in an environment safe from verbal or physical abuse and unsolicited or unwelcome sexual advances. With reference to this objective, we have adopted a gender-neutral approach within this policy. We are committed to providing redressal against sexual harassment of all members, irrespective of their gender, and take strict disciplinary action as provided under this Policy against any persons who are perpetrators of any and all forms of sexual harassment, regardless of the gender of the perpetrators.

In every instance throughout this policy, the terms "This Company," "The Company," "Company," and "Trident" signify "Trident Limited".

Member shall include any person on payroll of Trident Limited, including those working within the premises of the Company whether directly or indirectly (through contractor or outsourcing agencies)

II. Scope:

This Policy applies to all individuals working at all levels and cadres (whether permanent, fixed-term or temporary), directors, retainers, consultants, contractors, trainees, casual workers or associated with us or any of our subsidiaries/associates in any other capacity (hereinafter collectively referred to as 'member').

The scope of sexual harassment also includes third-party harassment, i.e. when sexual harassment occurs by a third-party (not a direct member of the organization), such as, a member of a business partner, client, vendor, consultant, or any other person the member interacts with for work purposes. In this case, the Company shall take necessary steps to assist the affected person in terms of support or preventive action.

III. Key Definitions:

- Aggrieved woman - As per the Act, an aggrieved woman, in relation to the workplace, is a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment
- Respondent - A person against whom a complaint of sexual harassment has been made by the aggrieved woman
- Employer - A person responsible for management, supervision, and control of the workplace
- Workplace:
 - Premises, locations, establishments, enterprises, institutions, offices, branches or units established, subsidiaries which are controlled by the Company.
 - Places visited by the Member arising out of or during the course of employment including official events, accommodation and transportation provided by the employer for undertaking a journey.
- Sexual Harassment means such unwelcome sexually determined behavior (directly or through implication), like physical contact and advances by the member(s) including:
 - A demand or request for sexual favors, sexually colored remarks, showing pornography, any other unwelcome physical conduct of a sexual nature, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs;
 - Eve teasing, innuendos and taunts, physical confinement against one's will;
 - A demand or request for sexual favors, whether verbally or non-verbally, where the submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or promotion/evaluation of work, by way of promises, threats, denial, delay, acceleration or change, thereby denying an individual equal opportunity at employment;
 - An act or conduct by a person in authority which makes the environment at workplace hostile or intimidating to a person or unreasonably interferes with the individual's privacy and productivity at work;
 - Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references; demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance or electronically transmitted messages (Jokes, remarks, letters, phone calls);
 - Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;
 - Giving gifts or leaving objects that are sexually suggestive;
 - Any other behavior which an individual perceives as having sexual overtones.

IV. Policy

At Trident, all members are expected to uphold highest standards of ethical conduct at workplace and have a responsibility Treat each other with dignity and respect, Refrain from any unwelcome behavior that has sexual connotation and Refrain from creating hostile atmosphere at workplace via sexual harassment.

It has been mentioned that though the law governing this policy is gender specific and is designed for women stakeholders of Workplaces, this Policy, as adopted by this organization, is gender neutral in its approach and will accept sexual harassment at Workplace complaints from all genders.

However, this Policy will make specific references to guidelines which are only applicable to women Members and Complainants, as and where required, keeping in mind the provisions of the POSH Act and POSH Rules. Those specific guidelines will not be applicable to other Complainants, who are not women, since they do not fall under the purview of the POSH Act.

At Trident, we ensure that nobody is subjected to harassment and all members understand that harassment of any kind shall not be tolerated. Under this policy, the complaints are taken seriously and the complainant/respondent/witnesses are not victimized in any way.

In compliance with the Act, any complaint under this policy shall be followed by a formal redressal mechanism as described in this Policy.

If a member working for the company experiences sexual harassment by any individual through the means outlined in Section III during the course of their work, the company urges the aggrieved party to come forward with a written complaint at the earliest opportunity. The Company assures that such complaints will be treated seriously, and confidentiality will be upheld. The Company maintains a zero-tolerance stance against proven instances of sexual harassment. The complaint and complainant will be given due consideration, with appropriate measures in place to safeguard confidentiality. The Company remains steadfast in its commitment to a zero-tolerance policy against any practices contradicting these principles.

ICC (Internal Complaints Committee)

An Internal Complaints Committee is constituted for our company by the management to receive and effectively investigate the matters concerning sexual harassment. A complainant can approach any member of the committee with her/ his written complaint. . This ICC's operating procedure is outlined in Trident's independent document titled "ICC Procedure" and this policy must be read in conjunction with the same.

The committee at each location comprises of:

- Presiding Officer: A woman employed at a senior level in the organization or workplace
- At least two members amongst other members, committed to the cause of women or who have had experience of social work or have legal knowledge
- One external member from 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 nominated being women
- ICC's operating procedure is outlined in Trident's independent document titled "ICC Procedure" and this policy must be read in conjunction with the same.

V. Procedure

• Raising a Complaint

- The complaint must be made/filed within 3 months of the occurrence (in cases where the complainant is able to prove exceptional circumstances due to which complaint couldn't be filed in 3 months, a timeframe of 6 months is accepted from the date of occurrence) and complainant is advised to be vigilant and keep any documentary evidence that can substantiate the case ready and handy. The aggrieved member can raise the complaint to the Internal Complaint Committee (ICC).
- If the complainant feels that they cannot disclose their identity for any particular reason they shall address the complaint to the CHRO and hand it over in person or in a sealed cover. The organization ensures strict confidentiality in handling such complaints, and steps will be taken to investigate and address the matter appropriately while respecting the privacy and anonymity of the complainant.
- The redressal system will work based on other evidence if any documentary evidences cannot be produced. If the complainant cannot make a written complaint because of physical or mental incapacity or death, the legal heirs can make the complaint on her behalf.
- All individuals involved in the case must maintain confidentiality throughout the process.

• Resolution Procedure Through Conciliation

- The ICC conducts a preliminary assessment of the complaint to determine its prima facie validity and whether interim measures are required to protect the complainant during the investigation.
- The person who is accused by the complainant will be informed that a complaint has been filed against them (They will be made aware of the details of the allegation and also the name of the complainant as it would be necessary for proper inquiry) and no unfair acts of retaliation or unethical action will be tolerated.
- Once the complaint is received, before initiating the inquiry, the complainant can ask for conciliation proceedings by having communication with the accused in the presence of the Committee. If the complainant/respondent is female, it is necessary to have a person of the same gender present during the proceedings. Please note that in such a conciliation, the complainant cannot demand monetary compensation. If the matter has been settled by conciliation, but the respondent is not complying with the terms and conditions, the aggrieved party can approach the Committee for Redressal.
- In case a settlement is arrived at, the committee records the findings and ensures appropriate actions are taken. Resolution through conciliation is to happen within 2 weeks of receipt of complaint.

• Resolution Procedure Through Formal Inquiry

A formal process of inquiry is initiated in cases where no conciliation is requested by the complainant, conciliation has not resulted in any settlement, or the complainant informs the committee that any term or condition of the settlement arrived through conciliation has not been complied with by respondent.

- The Committee shall clearly communicate the expected timeframe for the resolution of the complaint.
- The ICC will follow the POSH Act and the principles of natural justice during the course of the inquiry.
- The ICC shall have the same power as are vested in the Civil Court in respect of the following matters:
 - a) summoning and enforcing the attendance of any person and examining them on oath
 - b) requiring the discovery and production of documents/text messages/video clips, if any

- The accused shall be given a chargesheet with an instruction to furnish their explanation within 48 hours of issuance of the chargesheet.
- The Committee will question both the complainant and the alleged accused separately. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee can ask for specific documents from a person if it feels that they are important for the purpose of the investigation.
- The complainant has the option to seek transfer or take a leave till the inquiry gets completed
- During the inquiry, the accused will be permitted to cross-examine the witnesses on behalf of the management as well as produce any witness in their defense.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer must be present.
- In situations where a woman is being questioned, the presence of another female member is mandatory.
- The inquiry shall be completed within a period of 90 days
- Trident shall endeavour to ensure that the complainant is not questioned more than once. In a situation that requires the complainant to be called for inquiry more than once, the ICC shall strive towards maintaining sensitivity, and shall ensure that the process, in no way, compromises on the dignity of the complainant.
- The ICC shall, under no circumstance, disclose the identity of any of the parties involved, except to those who are directly required to know about the case.
- The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will be subjected to disciplinary action accordingly.
- Any party aggrieved by the report can prefer an appeal in the appropriate Court or Tribunal in accordance with the service rules within 90 days of the recommendation being given to the employer/ District Officer.
- The committee shall maintain thorough documentation of the complaint, investigation, and resolution process for compliance and record-keeping purposes.
- The annual report is prepared by the Internal Complaints Committee (constituted under the POSH Act) of the organization and submitted to the employer and the District Officer, respectively. This report outlines the actions taken by the organization to prevent and address sexual harassment and the overall company compliance with the POSH Law.
- All the enquiries should be held keeping in mind the rules enumerated in the Industrial Employment Standing Orders Act.

- **Disciplinary Action**

- Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.
- Disciplinary action may be initiated against members or witnesses who violate the confidentiality of the proceedings and disclose details of the case or identities of those involved to anyone not directly involved in the case.
- If it is found out through evidence by the Committee that the complainant has maliciously made a false complaint against the accused, disciplinary action shall be taken against the complainant as well. Regardless of the outcome of the complaint made in good faith, the member lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation.

- While dealing with complaints of sexual harassment, the Committee shall ensure that the complainant or the witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behavior by the accused against the complainant while the investigation is in progress should be reported by the complainant to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Committee against any such complaints which are found to be genuine.

VI. Trainings and Awareness

- This policy shall be disseminated to each member of the company as well as new recruits who will have to acknowledge that they have read and understood the policy and that they shall abide by the policy.
- Trident conducts periodic training sessions for all members, to acquaint them with the provisions of this policy. Through this policy, Trident shall educate them about sexual misconduct and what acts constitute sexual harassment.
- Training shall be conducted to facilitate women’s understanding of redressal mechanisms available to them. Specialized skill-buildings workshops shall be organized for members of the ICC to assist them in better discharge of their duties.
- The trainings shall also be conducted in local/regional languages to sensitize the members on what does and does not account to sexual harassment.
- Details regarding training programs and capacity building are outlined in Trident’s independent policy titled “Capacity and Capability Building Policy” and this policy must be read in conjunction with the same.

VII. Exception

Any exception to the above policy shall be approved by the Chairman Office, Business Head, CHRO and Legal Head.

VIII. Governance - Responsibility Matrix

1	Implementation/Execution	HRBP & Legal Team
2	Monitoring	Corporate ESG & Corporate HR, Legal
3	Auditing	Risk Management, Group Head HR & IR, CHRO
4	Ownership	HR Team & Legal Team

Employer Rights:

- The employer has a right to initiate and conduct a prompt and impartial inquiry into complaints of sexual harassment received from member(s)
- The employer can take appropriate action against Sexual Harassment (as defined in certified standing orders), against individual in case a false complaint has been made, or any witness if they provide false statements/ evidence during the inquiry.
- The employer has the right to ensure that recommended actions, including any disciplinary measures or corrective actions, are implemented promptly and effectively against the accused.
- The employer can take action against any retaliatory behavior by the respondent or any other individual and protect the complainant/ witness.
- The employer reserves the right to conduct a fair and impartial investigation during the formal complaint stage, involving relevant parties, gathering evidence, and ensuring a transparent process that respects the principles of natural justice and can take necessary action based on the severity of the case leading up to termination. In case any such incident has been reported, the same should appear in the record and shall be published physically & digitally.

Employer Duties:

- The employer must protect the rights and dignity of its members and create a workplace free from all forms of sexual harassment.
- The employer must uphold the belief that all members, irrespective of their gender, have the right to work in an environment safe from verbal or physical abuse and unsolicited or unwelcome sexual advances.
- The employer must ensure the sustained presence and effective functioning of the Internal Complaints Committee (ICC) in compliance with the Prevention of Sexual Harassment of Women at Workplace (POSH) Act, 2013.
- The employer has a duty to promote and instill a culture of openness by actively urging and supporting members to come forward and report any grievances related to incidents of sexual harassment.
- The employer must ensure that the complaints are taken seriously, and the complainant/respondent/witnesses are not victimized in any way
- The employer must sensitize members about the prevention of sexual harassment, fostering a proactive understanding of principles and practices to maintain a safe and respectful workplace environment.
- The employer has a duty to regularly organize training and awareness sessions for members along with specialized skill-building workshops for Internal Complaint Committee (ICC) members.
- The employer must ensure strict confidentiality in handling complaints pertaining to sexual harassment and take steps to investigate and address the matter appropriately while respecting the privacy and anonymity of the complainant.
- The employer must ensure that recommended actions, including any disciplinary measures or corrective actions, are implemented promptly and effectively.
- The employer must protect the complainant/ witness from unfair acts of retaliation or unethical action, if any, by the respondent or any other individual

Member Rights:

- Members have the right to work in an environment free from sexual harassment.
- Members who report incidents of sexual harassment have the right to expect confidentiality during the investigative process, to the extent permitted by law.
- Members have the right to be protected from any form of retaliation for filing a complaint or participating in an investigation.

- Members involved in a complaint, whether as complainants or respondents, have the right to be informed about the proceedings and outcomes within the boundaries of confidentiality.
- Members have the right to make an appeal in case they are not convinced by the decision made by ICC.

Member Duties:

- Members must uphold the highest standards of ethical conduct at the workplace and have a responsibility to treat each other with dignity and respect, refrain from any unwelcome behavior that has sexual connotations, and refrain from creating a hostile atmosphere at the workplace via sexual harassment.
- Members must contribute to the prevention of sexual harassment by promoting a culture of respect and report any observed or experienced incidents.
- Come forward and report any grievances related to incidents of sexual harassment.
- Members involved in a complaint, whether as complainants or respondents, have a duty to cooperate with the investigative process conducted by the ICC.
- Members must refrain from engaging in any form of retaliation against individuals who report incidents of sexual harassment or participate in investigations.
- Members must actively participate in awareness and training programs aimed at preventing sexual harassment and promote a culture of respect.
- Members involved in the complaint resolution process must respect the confidentiality of the proceedings and refrain from discussing details with unauthorized individuals.

For Trident Limited

Authorized Signatory