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## **Sexual Harassment Policy**

### **Objective:**

WTTIL & QTIL are committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace to maintain a productive and healthy working environment by making the workplace free from sexual harassment and also in realizing the true sense of Gender equality.

Therefore we need to ensure allegations of sexual harassment are investigated and dealt with effectively and appropriately and in a time bound fashion. Sexual Harassment policies are now a part of every successful organization worldwide who are equal opportunity employers and who believe in fair play.

### **Scope:**

The Sexual Harassment Policy applies to:-

- All employees (including Graduate Engineer Trainees / Management Trainees)
- Areas which can be termed as notional extension of employer's premises
- To interactions arising as a result of employment within the company.

### **Guidelines:**

It is incumbent on all employees to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

### **Definition of Sexual Harassment**

For the purpose of this Policy, Sexual Harassment shall include:

- Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.
- Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
  - Physical contacts and advances
  - A demand or a request
  - Sexually coloured remarks, sending crude jokes/sms etc
  - Showing pornography,
  - Any other unwelcome physical, verbal / non-verbal conduct of sexual nature.

### **A. Reporting of Sexual Harassment Allegations**

Persons who believe they have been victims of sexual harassment should report the incident(s) immediately to Sexual Harassment Committee as set forth below. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior.

## 1. Confidentiality

The Company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.

## 2. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary action.

This sexual harassment policy shall not, however, be used to bring frivolous or malicious complaints against employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

## B. Reporting Channel / Committee:

In event of any sexual harassment occurrences issues, the employees are suggested to approach the following resource persons:-

- **Arun Kapur** – *arun.kapur@quippoworld.com* - +919811947000  
(MD)
- **Biswarup Goswami** – *biswarup.goswami@quippoworld.com* - +91 9810492233  
(Chief People Officer)
- **Vinita Rai** - *vinita.raai@quippoworld.com* - +91 9811692766  
(DGM - Talent Dev. & Nurturing, Gurgaon)
- **Sheeba Tyagi** - *sheeba.tyagi@quippoworld.com* - +91 9899917870  
(AM - HR, Gurgaon)
- **Merl Fernandez** - *merl.francis@wttil.com* - +91 9246307819  
(AM, Hyderabad)
- **Jyotsna Suri** – *jyotsna.suri@wttil.com* - +91 9216709248  
(Sr. Mgr - Projects, Mohali)

The forum will handle the issue confidentially and try to take suitable decisions within concrete time frame which will be communicated to the concerned person. Ms. Vinita Rai will act as the chairperson for the committee.

**ARUN KAPUR**