

Prevention of Sexual Harassment (POSH) Policy

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1.PURPOSE & SCOPE

This Policy is intended to promote a safe, respectful, and inclusive work environment by preventing and addressing incidents of sexual harassment at the workplace. It aligns with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its associated rules.

The purpose is to ensure that all employees, irrespective of their gender, feel secure and protected in their workplace environment, free from any form of unwelcome behavior of a sexual nature.

This Policy applies to all individuals associated with the organization, including permanent, temporary, contractual, outsourced employees, interns, consultants, and visitors.

It covers incidents occurring at the workplace, during work-related travel, official events, training, virtual meetings, or any location connected with work duties.

The organization adopts a zero-tolerance approach toward sexual harassment and commits to fair and confidential resolution of complaints through a designated Internal Committee (IC).

The Policy also emphasizes ongoing awareness, sensitization, and training to build a culture of mutual respect, dignity, and equal opportunity.

2.Definitions

For the purpose of this Policy, unless the context otherwise requires, the following terms shall have the meanings assigned below:

- 1. Aggrieved Woman:** A woman of any age, whether employed or not, who alleges to have been subjected to an act of sexual harassment by the respondent. This includes employees,

visitors, clients, and other stakeholders interacting with the workplace.

2. **Respondent:** A person against whom an allegation of sexual harassment has been made by the aggrieved woman.
3. **Employee:** Any person employed at the workplace for any work on regular, temporary, ad hoc, daily wage, contractual, consultancy, internship or voluntary basis—whether directly or through an agent—including co-workers, supervisors, and subordinates.
4. **Workplace:** Includes the office premises and any location visited by an employee arising out of or during the course of employment, including transportation, client locations, off-sites, training venues, virtual meetings, company-hosted events, and work-from-home arrangements.
5. **Sexual Harassment:** Includes any one or more of the following unwelcome acts or behavior, whether directly or by implication:
 - Physical contact and advances;
 - A demand or request for sexual favours;
 - Making sexually coloured remarks;
 - Showing pornography;
 - Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
6. **Internal Committee (IC):** A committee constituted under the POSH Act to investigate complaints of sexual harassment at the workplace and recommend appropriate action. It must consist of at least four members including:
 - A senior woman employee as Presiding Officer,
 - Two or more employees committed to the cause of women or with legal/social awareness,
 - One external member from an NGO or legal background.

7. **Employer:** The person responsible for management, supervision, and control of the workplace and disbursement of salary or wages, including any person delegated with such responsibility.
8. **Complainant:** The aggrieved woman who files a complaint under this Policy.
9. **Third-Party Harassment:** Sexual harassment perpetrated by someone who is not an employee of the organization (e.g., vendors, clients, or visitors), but occurs in relation to work or during the course of employment.

3.Prohibition and Zero-Tolerance Stance

India Motor Parts & Accessories Limited maintains a **strict zero-tolerance policy** towards any form of sexual harassment at the workplace. Sexual harassment, in any form—physical, verbal, written, or visual—will not be tolerated under any circumstances, irrespective of the seniority, designation, or nature of employment of the offender.

All employees, interns, consultants, contractors, service providers, and any individual visiting the workplace are **prohibited from engaging** in conduct that constitutes sexual harassment, whether such conduct occurs during business hours or outside office premises, including work-related events, online communications, or virtual interactions associated with the company.

Any unwelcome sexual behavior—whether subtle or overt, explicit or implicit—is considered a **serious violation of employee conduct**, and will invite disciplinary action, which may include:

- Written warning
- Suspension
- Demotion
- Withholding of promotion or salary increments
- Termination of employment

- Legal action under applicable laws

This zero-tolerance stance reflects our organizational commitment to creating a **safe, inclusive, and respectful work environment**, where every employee is empowered to work without fear, intimidation, or discrimination.

4. Roles and Responsibilities

To uphold a safe and inclusive work environment, the following roles and responsibilities are defined in accordance with the POSH Act, 2013:

4.1. Employer / Organization

- Constitute and support the Internal Complaints Committee (ICC) in compliance with statutory requirements.
- Ensure a workplace free from sexual harassment by instituting preventive measures and grievance redressal mechanisms.
- Display the policy, details of the ICC, and consequences of misconduct prominently at the workplace.
- Conduct awareness and training programs on POSH for all employees and ICC members at regular intervals.
- Disclose POSH compliance and complaint statistics in the Annual Report, wherever applicable.

4.2. Internal Complaints Committee (ICC)

- Receive and inquire into complaints of sexual harassment fairly and promptly.
- Provide necessary interim relief and ensure the safety of the complainant during proceedings.
- Submit detailed inquiry reports and recommendations within the prescribed timelines.
- Promote awareness of the POSH policy and maintain a gender-sensitive work culture.

- Maintain strict confidentiality of complaints, inquiry proceedings, and the identities of the parties involved.
- Submit an annual report to the employer with the number of cases received and action taken.

4.3. Presiding Officer

- A senior woman employee who chairs the ICC and ensures adherence to procedures and timelines.
- Ensures adherence to natural justice, guides the ICC on the interpretation of the POSH Act and rules, and promotes fair, balanced, and unbiased decision-making throughout the inquiry process.

4.4. External Member

- A member from an NGO or a person with relevant legal or social work experience, nominated to ensure neutrality and independence in proceedings.
- Participates in all ICC meetings and inquiries and supports in drafting legally sound reports and recommendations.
- Ensures that the ICC proceedings are fair, lawful, and compliant with the principles of the POSH Act.

4.5. Employees

- Must maintain dignity and respect in workplace interactions and refrain from any form of sexual harassment.
- Are encouraged to report incidents either personally experienced or witnessed.
- Must cooperate with ICC during inquiries when called as a complainant, respondent, or witness.
- Attend POSH training and orientation programs organized by the employer.

5. Internal Committee Composition & Tenure

In accordance with Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, every workplace employing more than 10 persons must constitute an **Internal Committee (IC)** to address complaints of sexual harassment.

5.1 Composition of the Internal Committee

The Internal Committee shall be composed with at least 50% women representation and shall include the following:

For Head office, Chennai.

Position	Designation/Criteria	Name of the Member
Presiding Officer	Company Secretary	R Swetha
Internal Members	Executive Vice President	S Ramasubramanian
Internal Members	Asst Manager	V Malathi
External Member	Advocate	S Sathya

5.2 Tenure of the Committee

- Each member shall serve for a term of **three (3) years** from the date of appointment.
- Members may be reappointed for an additional term, subject to organizational discretion and performance.
- Any vacancy shall be filled promptly to maintain compliance and committee effectiveness.

5.3 Quorum for Proceedings

- A minimum of **three members**, including the **Presiding Officer** and the **External Member**, must be present for any inquiry proceedings to be valid.

5.4 Contact Details for Filing Complaints

Employees may submit complaints verbally, in writing, or via email to the Internal Committee. The contact details of the Internal Committee, including email and phone number, are prominently displayed on the designated noticeboard within the workplace.

All complaints will be handled with the utmost confidentiality, and appropriate safeguards will be provided to ensure protection of the complainant throughout the inquiry process.

6. Complaint Redressal Mechanism

The organization follows a fair and time-bound process to handle sexual harassment complaints as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Internal Committee (IC) will handle all complaints in a confidential, impartial, and sensitive manner.

The IC will prepare an annual report of complaints and submit it to the employer and the District Officer as required under law. Where applicable (such as educational institutions), the report will also be submitted to the University Grants Commission.

The Management will regularly review this policy and take steps to improve the complaint redressal process and ensure a safe workplace.

6.1 Filing a Complaint

- Any aggrieved woman may make a **written complaint** of sexual harassment to the Internal Committee.
- The complaint must be submitted **within three (3) months** from the date of the incident, or in case of a series of incidents, within three months of the last incident.
- If the complainant is unable to submit the complaint in writing, the IC shall assist her in doing so.

6.2 Extension of Time Limit

- The IC may, for **recorded and justified reasons**, extend the time limit by an additional **three (3) months**, if it is satisfied that circumstances prevented the filing of the complaint within the prescribed time.

6.3 Complaints by Third Parties

In certain circumstances, complaints may also be filed by:

- **Relatives or friends**
- **Co-workers or colleagues**
- **Counsellors or psychologists**
- **Any person with knowledge of the incident** (e.g., witness)
- **Legal heirs**, in case of the death of the complainant

Such complaints may be permitted in case the aggrieved woman is unable to make the complaint due to physical or mental incapacity, or death.

7. Inquiry Process & Timelines

Upon receiving a complaint, the Internal Committee (IC) shall conduct a fair, impartial, and timely inquiry as per the provisions of the POSH Act, 2013. The steps and timeframes are as follows:

7.1 Conduct of Inquiry

- The IC shall conduct the inquiry in accordance with the **principles of natural justice**, allowing both parties an equal opportunity to be heard.
- A **minimum of three members**, including the **Presiding Officer**, must be present in all inquiry meetings.
- **Legal practitioners are not allowed** to represent either party during the proceedings.

7.2 Timelines

Process Step	Timeline
Copy of complaint to respondent	Within 7 days of receipt
Response from respondent	Within 10 days
Completion of inquiry	Within 90 days
Submission of final report	Within 10 days of completion
Executive authority action	Within 30 days of report submission

7.3 Final Report

- The IC shall submit its **reasonable findings and recommendations** to the Executive Authority.
- A copy of the findings shall be made available to both the Complainant and the Respondent.

8. Interim Measures

To ensure the safety and well-being of the aggrieved person during the pendency of the inquiry, the Internal Committee (IC) may recommend one or more of the following interim measures to the employer:

8.1 Transfer

- Transfer either the **complainant or the respondent** to another department, shift, or office location to prevent direct contact or discomfort.

8.2 Leave

- Grant the complainant **leave of up to three months**, in addition to any statutory or contractual leave entitlement. This leave shall not result in loss of pay or adversely affect their employment status.

8.3 Restraining Contact or Evaluation

- Restrict the respondent from **supervising, reporting on, or evaluating** the complainant's work performance, examination, or academic outcomes (where applicable).

8.4 Safety & Protective Measures

- Implement safety measures, including **physical separation**, ensuring a safe workplace, or restricting the **respondent's access** to certain areas of the premises or online systems.
- Issue a **formal warning** to the respondent not to contact or retaliate against the complainant.
- Provide **security or support services** where deemed necessary to protect the complainant from retaliation or secondary harassment.

8.5 Non-Victimization Assurance

- Ensure that no adverse action is taken against the complainant, witnesses, or anyone assisting the inquiry during or after the proceedings.

9. Penalties and Disciplinary Action

Where the Internal Committee concludes that the allegation of sexual harassment is substantiated, it shall recommend appropriate action to the employer or management, based on the severity of the offense and following the principles of natural justice.

9.1 For Employees (Respondent)

Depending on the gravity of the misconduct, one or more of the following disciplinary actions may be taken:

- **Written apology** from the respondent
- **Warning, reprimand, or censure**
- **Withholding of promotion, increment, or bonus**
- **Transfer** to a different department or location
- **Suspension from duty**
- **Termination of employment**
- **Deduction from salary/wages** as compensation to the aggrieved, as directed by the Committee

9.2 For Interns, Trainees, or Contract Workers

- **Termination of internship/training/contract**
- **Blacklisting from future engagement with the organization**

9.3 For Visitors, Clients, or Vendors

- **Barring entry into the premises**
- **Termination of contract or association**
- **Filing of formal police complaint** where necessary

9.4 Compensation to Aggrieved Person

Monetary compensation may be recommended based on:

- Mental trauma and emotional distress
- Career impact and loss of opportunity
- Medical expenses incurred
- Income and financial status of the respondent
- Feasibility of payment (lump sum or installments)

The Board shall decide whether such compensation shall be paid by the Management or by the Offender, based on the facts and circumstances of each case.

10. False or Malicious Complaints

The organization respects and protects the rights of every individual to file a genuine complaint of sexual harassment. However, it also recognizes the need to guard against misuse of the law.

- If the **Internal Committee (IC)** arrives at the conclusion that the complaint was made with **malicious intent**, or that **false or forged evidence** was knowingly produced, it may recommend suitable **disciplinary action** against the complainant or the person(s) responsible.
- **Malicious intent** must be clearly established by a **separate inquiry** conducted by the Committee.
- A complaint will **not be treated as malicious** merely because it **could not be substantiated** or resulted in an **acquittal** of the respondent.
- Any disciplinary action shall follow the **principles of natural justice** and **due process**, including providing the concerned individual an opportunity to be heard.

11. Appeals

- Either the **Complainant** or the **Respondent** may file an **appeal** against the findings or recommendations of the Internal Committee (IC).
- Any person aggrieved by the recommendations of the Internal Committee may prefer an appeal to the appropriate court or tribunal, in accordance with the provisions of applicable service rules or relevant law, within a period of **90 days** from the date of such recommendations.
- The appeal must clearly specify the **grounds of objection**, supported by relevant documents or evidence, if any.

- The Appellate Authority shall evaluate the appeal and may confirm, modify, or reverse the decision of the IC based on merits and due consideration of all facts and records.
- The decision of the Appellate Authority shall be **final and binding**, unless challenged under applicable legal provisions.

12. Confidentiality

- All complaints, inquiries, proceedings, and outcomes under this Policy shall be handled with **strict confidentiality**.
- The **identity of the complainant, respondent, witnesses**, and any other details related to the inquiry shall not be disclosed to anyone **not officially concerned** with the process.
- Members of the Internal Committee (IC), parties involved, and witnesses are **bound by confidentiality** and must refrain from discussing or revealing any part of the proceedings.
- **Breach of confidentiality** by any party shall invite **disciplinary action**, which may include termination, suspension, or any other action as deemed appropriate by the organization.
- Disclosure may be permitted only:
 - Under **legal obligation**,
 - For taking disciplinary action,
 - With **prior written consent** of the person concerned, or
 - As part of official reporting to statutory authorities.

13. Training & Awareness

- The organization is committed to building a **safe and inclusive workplace** through regular sensitization initiatives.

- **Mandatory awareness sessions** shall be conducted for all employees, including management and contractual staff, to educate them on:
 - What constitutes sexual harassment,
 - Rights and responsibilities under the POSH Act,
 - Procedures to file a complaint, and
 - Support systems available.
- The Internal Committee (IC) shall undergo **specialized training** on:
 - Conducting fair and impartial inquiries,
 - Understanding trauma-sensitive and gender-sensitive practices,
 - Maintaining confidentiality and natural justice.
- Awareness materials such as posters, handbooks, FAQs, and contact details of IC members shall be **visibly displayed** in common areas.
- Orientation on POSH shall be included as a part of the **onboarding process** for all new employees.
- The organization shall review the effectiveness of these sessions **annually** and make improvements as necessary.

14. Monitoring & Reporting

- The **Internal Committee (ICC)** shall maintain a **confidential record** of:
 - Complaints received,
 - Inquiry proceedings,
 - Actions taken, and
 - Outcomes of each case.

- These records will be **securely stored** and accessible only to authorized personnel to ensure privacy.
- The ICC shall **submit an annual report** to the **Executive Authority** of the organization, containing the following:
 - Number of complaints received,
 - Number of cases disposed of,
 - Nature of action taken,
 - Pending cases, if any, and
 - Steps taken for awareness and training.
- Where applicable (such as for educational institutions), a copy of the annual report shall also be submitted to the **University Grants Commission (UGC)** in compliance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
- The **Executive Authority** shall periodically **review compliance** with this policy and take proactive steps to strengthen the mechanisms in place.

15. Review & Amendment Clause

- This Policy shall be **reviewed periodically**, at least once every three years, or earlier if:
 - There is any **amendment to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, or
 - There are **changes in institutional structure**, or
 - Feedback or experience indicates a need for update.
- The Internal Committee (ICC) may also recommend **modifications** or **enhancements** based on:
 - Practical challenges faced during implementation,

- Observations from complaint redressal processes, and
- Recommendations from stakeholders.
- Any such revision or amendment shall be reviewed and approved by the **Executive Authority** of the organization.
- The updated Policy shall be **notified to all employees and stakeholders**, and effective from the date of such notification.

16. Contact Details of ICC Members

- The **contact information** of the members of the Internal Complaints Committee (ICC), including their **official email addresses** and **designations**, shall be:
 - Displayed **prominently on the organization's website**;
 - Published on **notice boards** in visible areas such as entrances, lobbies, employee common spaces, and HR departments;
- A dedicated **email ID** for submitting complaints, such as secy@impal.net shall be created and monitored exclusively by the ICC for **confidential redressal of complaints**.
- The list of members and their contact information shall be **updated regularly**, especially when there is any **change in committee composition**.

Approval

This Policy on Prevention of Sexual Harassment at Workplace has been approved by the Management.

Signature:  _____

Name: R Swetha

Designation: Presiding officer