



POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH)  
APPLICABLE FOR I3CLOGIC LIMITED



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<b>POSH GUIDELINES</b>	<b>CREATED ON</b>	<b>VALID TILL*</b>	<b>CREATED BY</b>	<b>APPROVED BY</b>
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## Policy Introduction

Sexual harassment at the workplace results in violation of the fundamental rights of a woman:

- to equality under Articles 14 and 15 of the Constitution of India
- to life and to live with dignity under Article 21 of the Constitution
- to practice any profession or to carry on any occupation, trade, or business which includes a right to a safe environment free from sexual harassment.

Protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as the Convention on the Elimination of all Forms of Discrimination against Women, which was ratified on 25 June 1993 by the Government of India.

I3CLogic is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, or gender bias and in a harassment-free workplace to all employees without regard to race, caste, religion, color, ancestry, marital status, gender, age, nationality, ethnic origin or disability. I3CLogic also believes all employees have the right to be treated with dignity. Sexual harassment at the workplace or other than the workplace if involving an employee or employees is a grave offense and is, therefore, punishable.

This version of the policy is effective from 1<sup>st</sup> November 2024 and supersedes all prior policies and communication on this matter.

## Definitions

The following table below provides the definitions of the key terms:

Term	Definition
<b>Aggrieved person</b>	About a workplace, it is a person, of any age, whether an employee aggrieved person or not, who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
<b>Complainant</b>	Is any Aggrieved Person or if the Aggrieved Person cannot make a complaint on account of their physical or mental or other incapacity or death, such person who makes a complaint on behalf of an Aggrieved Person.
<b>Complaint</b>	A written complaint of Sexual Harassment at the Workplace against the Respondent.
<b>Internal Committee (IC)</b>	The committee is nominated by the designated authority to redress complaints related to Sexual Harassment in the Workplace.
<b>Inquiry</b>	An inquiry was instituted by the Internal Committee to investigate a complaint of Sexual Harassment at the Workplace.
<b>Respondent</b>	This means the person against whom a complaint of Sexual Harassment is made under this Policy.
<b>Retaliation/ Victimization</b>	Any adverse employment action against an associate because the associate had lodged a Sexual Harassment complaint or participated in the organization's investigation of a complaint of Sexual Harassment.
<b>Sexual Harassment</b>	Any one or more of the following acts of unwelcome sexually determined acts or behavior (whether directly or by implication), namely: <ul style="list-style-type: none"> <li>▪ Physical contact and advances including touching, stalking, and making sounds that have explicit and /or implicit sexual connotation/overtone or molestation.</li> <li>▪ Making a demand or request for sexual favors</li> <li>▪ Making sexually colored remarks</li> <li>▪ Showing pornography</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature</li> </ul> <p>The following circumstances, among other circumstances, if it occurs or is present to or connected with any act or behavior of Sexual Harassment may amount to Sexual Harassment:</p> <ul style="list-style-type: none"> <li>▪ An implied or explicit promise of preferential treatment in the employment</li> <li>▪ Implied or explicit threat or detrimental treatment in the employment</li> <li>▪ Implied or explicit threat about the present or future employment status.</li> <li>▪ Interference with the work or creating an intimidating offensive or hostile work environment.</li> <li>▪ Humiliating treatment likely to affect the health or safety of the concerned individual.</li> </ul>
<b>Workplace</b>	Means premises, locations, establishments, enterprises, institutions, offices, branches, or units established, owned, and controlled by I3CLogic or places visited by the associates arising out of or during employment including transportation provided by I3CLogic for undertaking a journey.
<b>Working Day</b>	Means and includes days excluding the weekly off days and holidays as observed by I3CLogic.
<b>Appellate Authority</b>	Means the appellate authority notified by the Appropriate Government such as the Labour Court or Industrial Court/Tribunal or any other authority notified by the State Government.

## Introduction

At I3CLogic, all employees are expected to uphold the highest standards of ethical conduct at the workplace and in all their interactions with business stakeholders. This means that employees have a responsibility to

- Treat each other with dignity and respect
- Follow the letter and spirit of the law
- Refrain from any unwelcome behavior that has sexual connotation (of sexual nature)
- Refrain from creating a hostile atmosphere at the workplace via sexual harassment.
- Report sexual harassment experienced and/or witnessed to appropriate authorities and abide by the complaint handling procedure of I3CLogic.

This policy has been framed following the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, 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. If the law provides for any aspect relating to sexual harassment not explicitly covered in this policy, then the law will be applicable. In case of any conflict between the policy and the law, the law will prevail.

This policy protects against sexual harassment of women in the workplace and the prevention and redressal of sexual harassment complaints and related matters.

## Scope

This Policy extends to all I3CLogic employees and is deemed to be incorporated into the service conditions of all I3CLogic employees. Local country laws will take precedence over this policy in other geographies, if applicable.

## Purpose

The purpose of this policy is to carry out duties as an employer by:

- Prohibiting Sexual Harassment
- Preventing Sexual Harassment, by taking practical and reasonable steps.
- Addressing issues relating to Sexual Harassment, promptly, confidentially, and sensitively, by following due process and principles of natural justice.
- Providing mechanisms for counselling and necessary or required support services for victims of Sexual Harassment.

## Roles and Responsibilities

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

- Refusing to participate in any activity which constitutes harassment
- Supporting the person to reject unwelcome behavior
- Acting as a witness if the person being harassed decides to lodge a complaint

## **Redressal Mechanism – Formal Intervention**

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

### **a. Internal Complaints Committee (Henceforth known as 'committee')**

To prevent instances of sexual harassment and to receive and effectively deal with complaints about the same, an Internal Committee (IC) has been appointed for all administrative units/offices of I3CLogic. The details of the committee are notified to all covered persons at the workplace. The committee comprises of:

- Presiding Officer: A woman employed at a senior level in the organization or workplace.
- At least 3 members from amongst employees, committed to the cause of women or who have had experience in social work or have legal knowledge
- One external member from amongst 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 should be women
- The committee will be responsible for:
  1. Receiving complaints of sexual harassment at the workplace
  2. Initiating and conducting an inquiry as per the established procedure
  3. Submitting findings and recommendations of inquiries
  4. Coordinating with the employer in implementing appropriate action
  5. Maintaining strict confidentiality throughout the process as per established guidelines
  6. Submitting annual reports in the prescribed format

### **b. Committee Members**

Internal Committees have been formulated for all locations.

1. Chairperson/Presiding Officer
2. Not less than 03 members- employees working at senior level preferably committed to the cause of women, or who have had experience in social work or have legal knowledge.
3. External Member - NGO Representative/committed to the cause of women or a person familiar with the issue related to sexual harassment.

For carrying out its duties under this Policy, the IC shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- (i) summoning and enforcing the attendance of any person and examining them on oath;
- (ii) requiring the discovery and production of documents; and
- (iii) any other matter which may be prescribed under the Act.

The details about the current members of the IC and nominations are enclosed in Annexure A.



### **c. Lodging a Complaint**

An aggrieved woman may make, in writing, a complaint of sexual harassment at the workplace to the Internal Committee within a period of 3 months from the date of the incident/ last incident. The Internal Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint within the period.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing.

If the Aggrieved Woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by:

1. her relative or friend; or
2. her co-worker; or
3. any person who knows about the incident, with the written consent of the Aggrieved Woman

If the Aggrieved Woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by:

- a. her relative or friend; or
- b. a special educator; or
- c. a qualified psychiatrist or psychologist; or
- d. the guardian or authority under whose care she is receiving treatment or care; or
- e. any person who knows about the incident jointly with the Aggrieved Woman's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care

If the Aggrieved Woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.

If the Aggrieved Woman is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

The complaint shall be submitted by the complainant to the IC in writing or shall be submitted to the IC electronically at [POSH@3clogic.com](mailto:POSH@3clogic.com). The complaint can also be physically submitted to any IC member.

### **d. Receiving a Complaint (guidelines)**

Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed and it requires tact and discretion while receiving the complaint.

The following points are to be kept in mind by the receiver of the complaint:

- Complaints are listened to and the complainant is informed that the Company takes the concerns seriously. The complainant is informed that these concerns will be reported to the appropriate committee and follow-up will be done speedily.
- Situations are not pre-judged. Written notes are to be taken while listening to the person. When taking notes, complainants' own words, where possible, are to be used accurately. A clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.
- All notes are kept strictly confidential. The complainant's agreement is taken to allow proceeding with the matter, which involves a formal investigation.
- The complainant is advised that although the process is confidential, the respondent needs to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity. Care is taken to prevent any disadvantage to or victimization of either the complainant or the respondent.

**e. Resolution procedure through conciliation**

Once the complaint is received, before initiating the inquiry, the committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved woman.

**No monetary settlement can be made as a basis of conciliation.**

In case a settlement is arrived at, the committee records & reports the same to the employer for taking appropriate action. Resolution through conciliation is to happen within 2 weeks of receipt of the complaint.

The committee shall provide copies of the settlement to the complainant & respondent. Where a settlement is arrived at, no further inquiry is to be conducted by the committee.

**f. Resolution procedure through formal inquiry**

The committee will initiate inquiry in the following cases:

- No conciliation is requested by aggrieved woman
- Conciliation has not resulted in any settlement
- The complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by the respondent

**Manner and Procedure of inquiry into complaint:**

- The complainant should submit the complaint along with supporting documents and the names of the witnesses, if any.
- At the first meeting, the Committee members shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate her complaint.
- The Committee shall proceed with the inquiry and communicate the same to the Complainant and

Respondent.

- Upon receipt of the complaint, the committee will send 1 copy of the complaint to the Respondent within 7 working days of receiving the complaint.
- Respondent shall reply with all supporting documents within 10 working days of receiving the copy of the complaint.
- Thereafter, the Respondent may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, whereafter, an inquiry shall be conducted and concluded.
- The Complainant shall be provided with a copy of the written explanation submitted by the Respondent.
- If the Complainant or the Respondent desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es that they propose to call.
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee shall provide every reasonable opportunity to the Complainant and the Respondent to put forward and defend their respective case.
- If either party desires to tender any documents by way of evidence before the Committee, the same is to be supplied as original copies of such documents. Signatures should be affixed on the respective documents to certify these to be original copies.
- No legal practitioner can represent any party at any stage of the inquiry procedure
- The Complaints Committee is to inquire into the complaint following the principles of natural justice.
- In conducting the inquiry, a minimum of three(03) committee members including the Presiding Officer are to be present
- The employer shall provide all necessary assistance to ensure full, effective, and speedy implementation of this policy
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, I3CLogic shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- In the event, that the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

If the complainant or respondent desires to cross-examine any witnesses, the Committee facilitates the same and records the statements. In case a complainant or respondent seeks to ask questions to the other party, they may give them to the Committee which asks them and records the statement of the other party.

Any such inquiry is completed, including the submission of the Inquiry Report, within 90 days from the date on which the inquiry is commenced. The inquiry procedure should ensure absolute fairness to all parties.

## **Interim relief**

During the pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

- Transfer the complainant or the respondent to any other workplace
- Prevent the respondent from assessing the complainant's work performance
- Grant such other relief as may be appropriate
- Once the recommendations of interim relief are implemented, the same is informed to the committee.

## **Termination of Inquiry**

The committee may terminate the inquiry or give an ex-parte decision, if the complainant or respondent respectively is absent for 3 consecutive hearings, without sufficient reason 15 day written notice is to be given to the party, before termination of inquiry or ex-parte order.

## **Action to be taken after the inquiry**

Post the inquiry, the committee submits its report containing the findings and recommendations to the employer, within 10 days of completion of the inquiry.

## **Complaint unsubstantiated**

When the committee arrives at the conclusion that the allegation against the respondent has not been proved, it recommends to the employer that no action is required to be taken in this matter. Further, the committee ensures that both parties understand that the matter has been fully investigated, that the matter is now concluded, and neither will be disadvantaged within the Company.

## **Complaint substantiated**

If the IC concludes that the allegation against the Respondent has been proven, it may be recommended to the HR Head to take action against the Respondent for Sexual Harassment as misconduct. Further IC may recommend to the HR Head to deduct from the salary of the Respondent or other amount payable to the Respondent by I3CLogic such sum as it considers appropriate to be paid to the Aggrieved Person or her legal heirs as determined by it. To determine the sums to be paid to the Aggrieved Person, the IC will have regard to:

- the mental trauma, pain, suffering, and emotional distress caused to the Aggrieved Person;
- the loss of career opportunities due to the incident of Sexual Harassment;
- the medical expenses incurred by the Aggrieved Person for physical or psychiatric treatment;
- the income and financial status of the Respondent; and the feasibility of such payment in lump sum or installments.

The HR Head must act upon the recommendation of the IC as contained in the Inquiry Report within a period of 60 (sixty) days from the date of its receipt. The IC will recommend to the HR Head to take, amongst others, any of the following actions against a Respondent found guilty of Sexual Harassment:

- i. require such Associate to submit a written apology to the Aggrieved Person; or
- ii. require such Associate to undergo a counseling session or carry out community service;

- iii. issue a written warning, reprimand, or censure to such Associate; or
- iv. withhold the promotion of such Associate; or
- v. withhold any pay rise or increment of such Associate; or
- vi. terminate the employment or other engagement of the Associate/ third person with I3CLogic without any notice or notice pay/other notice period payment.

If based on the Inquiry Report of the IC, the HR Head is unable to make any deduction from the salary or any other amount payable to the Respondent by I3CLogic due to their being absent from duty or cessation of employment/other engagement, the HR Head may direct the Respondent to pay such sum to the Aggrieved Person. If the HR Head informs the IC that the Respondent has failed to pay such sum to the Complainant, the IC may forward the order for recovery of the sum to the concerned District Officer as an arrear of land revenue.

If the IC concludes that the allegation against the Respondent is malicious or the Complainant has made the Complaint knowing it to be false or a witness has produced any forged or misleading document, it may recommend to the HR Head to take, amongst others, any of the following actions against the Complainant/witness:

- i. require the Complainant to submit a written apology to the Respondent;
- ii. require the Complainant to undergo a counseling session or carry out community service;
- iii. issue a written warning, reprimand, or censure to such Complainant; or
- iv. withhold the promotion of such Complainant; or
- v. withhold any pay rise or increment of such Complainant; or
- vi. terminate the employment or other engagement of such Complainant with I3CLogic without any notice or notice pay/other notice period payment.
- vii. Background employment verification would be red/not positive, for that employee.

It is clarified that a mere inability to substantiate a Complaint or provide adequate proof will not attract such action against a Complainant. Further, the malicious intent on the part of a Complainant/witness needs to be established in an Inquiry before any disciplinary action is recommended against the Complainant/witness.

I3CLogic is required to act upon the recommendations within 60 days and confirm to the committee. Post implementation of the actions, follow-up with the complainant should also occur to ascertain whether the behavior has stopped, the solution is working satisfactorily, and if no victimization of either party is occurring.

### **Penal Consequences of Sexual Harassment**

In case the Committee finds the degree of offense coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the employer, for making a Police Complaint. Under the Bharatiya Nyaya Sanhita, 2023, Section (S. 354A) which deals with Sexual Harassment has made this a 'cognizable offense' i.e. a person charged with Sexual Harassment may be arrested without a warrant.

### **Malicious Allegations**

Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or

misleading document, it may recommend to the employer to take action against the woman or the person making the complaint.

While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

### **Confidentiality**

The identity of the complainant, respondent, witnesses, statements, and other evidence obtained in the course of the inquiry process, recommendations of the committees, and action taken by the employer are considered confidential materials, and not published or made known to the public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

### **Appeal**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made may appeal to the appellate authority in accordance with the Act, within 90 days of the recommendations being communicated.

### **Awareness**

Awareness sessions are to be organized to:

- Formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention, and redressal of sexual harassment at the workplace intended to promote gender-sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women.
- Carry out orientation programs and seminars for the Members of the IC.
- Conduct capacity-building and skill-building programs for the Members of the IC.
- Declare the names and contact details of all the Members of the IC.

### **Legal Compliance**

The IC shall in each calendar year prepare, in such format as may be prescribed, an annual report and submit the same to the employer and the District Officer (as defined in the Act). The report shall have the following details:

- number of complaints of Sexual harassment received in the year
- number of complaints disposed of during the year
- number of cases pending for more than 90 days
- number of workshops or awareness programs against Sexual Harassment carried out
- nature of action taken by the employer or District Officer

## Annex A

### A. Constitution of Internal Complaints Committee (IC):

S.No	Name	Role in IC	Email-ID	Designation	Contact No.
1.	Ms. Puja Verma	Member	pverma@3clogic.com	Director Engineering	98916 18524
2.	Ms. Neha Kathait	Member	nkathait@3clogic.com	Assistant Manager-HR	93197 58297
3.	Mr. Gomtesh Jain	Member	gjain@3clogic.com	CTO & VP- Engineering	97114 75770
4.	Mr. Amarveer Singh	Member	asingh@3clogic.com	VP-Professional Services	98911 20466
5.	Ms. Manisha Pant	Chairperson	mpant@3clogic.com	Sr. Manager-HR	96549 66530
6.	Dr. Meenu Goyal	External Member	Embracelifetrainings@gmail.com	Founder & CEO Embrace Life	99108 82826