



EMERALD LEISURES LIMITED

POLICY ON SEXUAL HARASSMENT OF EMPLOYEES

1. PURPOSE

Emerald Leisures Limited (hereafter mentioned the “Company”) is committed to provide a healthy and safe work environment that enables all employees to be treated with respect and dignity. The company aims to promote and ensure a culture that will enable all its employees to work without fear of gender bias and sexualharassment.

The purpose of this policy is to establish that inappropriate behavior of a sexual nature, and / or retaliation will not be tolerated at the Company and to set forth procedures for resolving such allegations.

Any women employee can approach the Sexual Harassment Committee.

“Employee” means any person on the rolls of the Company, including those on contract, deputation, temporary or part time.

2. ROLE OF THECOMMITTEE

The Committee shall decide whether the facts contained in the complaint make out a case of “sexual harassment”. The role of the committee will be to establish that inappropriate behavior of a sexual nature, and / or retaliation will not be tolerated at Company and to set forth procedures for resolving such allegations.

Complaints must be brought within three months of the incident taking place. Complaints brought after this time period will not be entertained, except under extraordinary circumstances.

The Committee shall look into the truth of the allegations contained in the complaint. The Committee shall also look into the truth of any allegation of retaliation against/victimization of the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered.

The Committee shall recommend the penalties / action to be taken against any person found guilty of having sexually harassed the complainant, up to and including termination.

The Committee shall recommend the penalties / action to be taken against any person found guilty of having made false claims of having been sexually harassed, up to and including termination.

The Committee shall monitor the follow-up action to be taken by the HR Department on receipt of the Report of the Committee.



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3. Members of the Complaint Redressal Committee

A Committee of three to five members shall be formed /constituted out of the following by the Management to consider and redress complaints of Sexual Harassment:

Committee Members' Designation

1. Woman Director
2. Whole-Time Director
3. Chief Executive Officer (CEO)
4. Human Resource Manager (HOD-HR)
5. General Manager

A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson, at least two members, one of whom shall be a women.

4. WHAT DO YOU MEAN BY SEXUALHARASMENT?

According to the latest Indian Law on The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Sexual harassment as defined includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication)i.e.

1. Physical Contact oradvances
2. A demand or request for sexual favors
3. Making sexually colored remarks
4. Showing pornography or sending messages with sexual overtones or forwarding MMS or SMS of pornographic nature.
5. Any unwelcome physical, verbal or non-verbal conduct of sexualnature.

5. POWERS OF THECOMMITTEE:

The Committee shall have the power to summon witnesses and call for documents or any information from any employee.

If the Committee has reason to believe that an employee is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, or calling for such documents or information as may be specified in the written notice.



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Upon production of documents / information called for by it, the Committee shall have the power to retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.

The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

6. PROCEDURE TO BE FOLLOWED FOR DEALING WITH THE COMPLAINT:

The concerned HOD/GM/Managerial person shall forward the written complaint to the Committee.

The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

The complainant shall sign the complaint.

The Committee shall direct the accused employee to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide.

Each party shall be provided with a copy of the written statement(s) submitted by the other.

The Committee shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.

The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from its formation.



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The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the HR Department, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, direct the suspension of the employee, pending the inquiry. Such decision shall be binding on the parties.

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting her as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the HR Department, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the HR Department, with reasons and with recommendations of the action to be taken against such person.

7. CONFIDENTIALITY

All proceedings, including the statements and other material put as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that throughout the investigatory process to the extent practicable and appropriate, the parties before it and their representatives shall maintain strict confidentiality in all respects.

8. MISCELLANEOUS

The decision of the Committee on any matter within its competence shall be considered final.

In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the HR Department, for making a police complaint in respect of the same.

In case of sexual harassment of any woman employee by any person not employed by Company, the HR Department shall take all steps necessary and reasonable to assist the affected woman employee enabling her to take recourse to the law.