

राजस्थान स्टेट पावर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज कॉर्पोरेशन लिमिटेड *Rajasthan State Power Finance and Financial Services Corporation Limited*

(A Government of Rajasthan Undertaking)

CIN:U65923 RJ 2012 SGC 041087

Registered Office: 1st Floor, Rajasthan State Textbook Board, 2-2A, Jhalana Dungri, Jaipur-302004

Email : rspfcl@rajasthan.gov.in, Tel. No.: +91-141-2708611, Fax-2708611

Website : <http://rspfcl.rajasthan.gov.in>

Policy on Prevention of Sexual Harassment at Workplace Rajasthan State Power Finance & Financial Services Corporation Limited

1. Preface:

Rajasthan State Power Finance & Financial Services Corporation Limited (RSPF & FSCL) is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. All concerned should take cognizance of the fact that Rajasthan State Power Finance & Financial Services Corporation Limited strongly opposes sexual harassment, and that such behavior against women is prohibited by the law as set down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under being the Sexual Harassment of Women at Workplace (hereinafter referred to as "Act") as well as the terms of employment. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

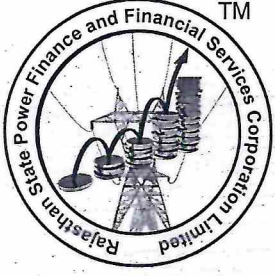
2. Scope:

Rajasthan State Power Finance & Financial Services Corporation Limited Policy with regard to Prevention, Prohibition and Redressal of Sexual Harassment covers every "employee" across the Company.

The workplace includes:

- 2.1 All offices or other premises where the Company's business is conducted.
- 2.2 All company-related activities performed at any other site away from the Company's premises.
- 2.3 Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

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The Policy is with respect to Prevention, Prohibition & Redressal of Sexual Harassment which may arise in places not limited to geographical location viz. Company's offices / branches but includes all such places or locations where acts are conducted in context of working relationships or whilst fulfilling professional duties or which may be visited by an employee during the course of employment including transportation provided by the company for undertaking such visit.

Sexual harassment is judged by the impact on the complainant and not the intent of the Respondent. Sexual harassment as addressed in this Policy need not necessarily be from a male to a female employee, it can be vice versa as well as between individuals of same gender.

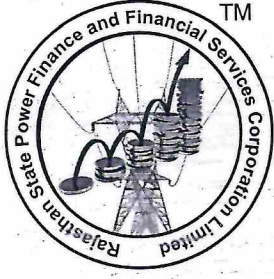
This Policy comes into force with immediate effect.

3. Definition:

- 3.1 "Aggrieved Person" means a person in relation to work place whether employed or not, who alleges to have been subject to any act of sexual harassment by the Respondent.
- 3.2 "Company" means Rajasthan State Power Finance & Financial Services Corporation Limited.
- 3.3 "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wages basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;
- 3.4 "Internal Complaints Committee" means a committee constituted by Company as per this Policy.
- 3.5 "Respondent" means a person against whom the aggrieved person has made a complaint.

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3.6 "Workplace" includes any department, organization, undertaking, establishment, enterprise institution, office or branch unit. Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

3.7 "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Making sexually colored remarks; or
- Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings;
- Any other unwelcome physical, verbal or non - verbal conduct of sexual nature;
- Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and/or submission or rejection of the conduct is used as a basis for making employment decisions.

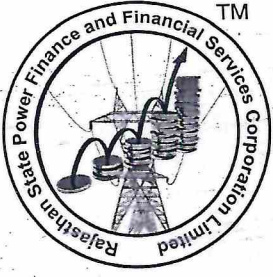
4. Internal Complaints Committee:

Every complaint received shall be forwarded to internal complaint committee formed under the policy for redressal. The investigation shall be carried out by Internal Complaints Committee constituted for this purpose.

Internal Complaints Committee has been constituted of the following members as nominated by the Company:

- 4.1 Presiding Officer, a woman employed at a senior level at workplace from amongst employees

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- 4.2 not less than two members from amongst employees preferably committed to the cause or women or who have had experience in social work or have legal knowledge and
- 4.3 one 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.

The Name of the Members of the Internal Complaints Committee is as per Annexure A of this Policy and any change in such composition shall be effected in the policy.

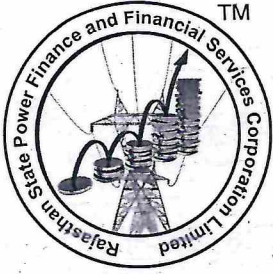
5. Complaint Redressal Mechanism:

Any aggrieved person may make, in writing, a complaint of sexual harassment at workplace to the committee giving details of the sexual harassment meted out to her/him within a period of 3 months from the date of incident and in case of a series of incidents, within a period of 3 months from the date of last incident, which may be extended for a further period of 3 months, if circumstances warrant such extension in the opinion of the Internal Complaints Committee.

- 5.1 The Presiding Officer or any Member of the Internal Complaints Committee can render reasonable assistance to the person for making complaint in writing, in case they are unable to do so.
- 5.2 On receipt of complaint, the Internal Complaint Committee shall decide the place and time for hearing the complaint and shall intimate the date, time and place of hearing to the Complainant and Respondent. The Internal Complaints Committee shall follow principle of Natural Justice while handling such complaints.
- 5.3 Where the aggrieved person is unable to make a complaint on account of their physical incapacity, a complaint may be filed by-
- a relative or friend; or
 - a co-worker; or
 - an officer of the National Commission for Women or State Women's Commission; or
 - any person who has knowledge of the incident, with the written consent of the aggrieved person.

Where the aggrieved person is unable to make a complaint on account of their mental-incapacity, a complaint may be filed by-

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- a relative or friend; or
- a special educator' or
- a qualified psychiatrist or psychologist; or
- the guardian or authority under whose care they are receiving treatment or care; or
- any person who has knowledge of the incident jointly with any of the above.

5.4 Internal Complaints Committee on receipt of such written complaint, may, if require ask the aggrieved person to furnish additional information about the alleged harassment.

5.5 The Complainant or person authorized on their behalf as per above provision, shall make a complaint to the Internal Complaints Committee through following mode:

- Copy of complaint along with supporting documents and names and address of witness shall be sent in written form or alternatively to Internal Complaints Committee at rspfcl@rajasthan.gov.in

Complaint against any member of the Committee or employee in strategic job responsibility band or above should be sent directly to Chairman of the Company.

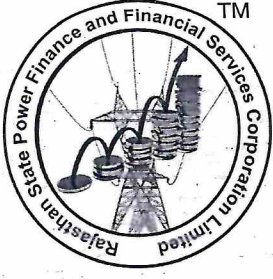
On receipt of such complaint, Internal Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of sexual harassment, within 7 working days and shall provide a copy along with supporting documents of such complaints to the respondent within 7 working days.

In the event, the allegation does not fall under the purview of the sexual harassment or the allegation does not constitute an offence of sexual harassment, the Committee will record the finding with reasons and communicate the same to the complainant.

- Internal Complaint Committee shall investigate in detail into the matter of the complaint. The Internal Complaint committee shall have the right to call the person against whom the complaint is made or any other witnesses as when necessary.

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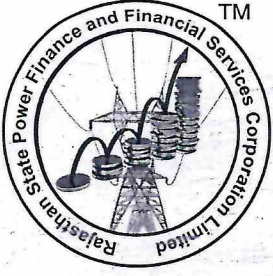
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- The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations on action to be taken to the "Chairman" of the Company as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Chairman and the Committee will jointly take decision on the corrective action based on the recommendations of the Complaints Committee and keep the complainant informed of the same.
- Internal Complaint Committee shall have the right to terminate the enquiry or give ex-parte decision on the complaint, if the Respondent or complainant remains absent for 3 consecutive hearings, without sufficient cause.
- The Internal Committee must complete its investigation within a period 90 days.
- The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the Internal Complaints Committee.
- If the Internal Complaint Committee comes to a conclusion that the allegation was made with malicious intent or the aggrieved person or any other person making the complaint on behalf of the aggrieved person produced false or forged or misleading documents to prove his/her case, the Internal Complaint Committee may recommend action to be taken against the person who has made the complaint, including termination of service.
- For conducting the enquiry the quorum of the Internal Complaints Committee shall be of 3 members including the presiding officer.

6. Confidentiality:

The Company understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

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All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

7. Protection to Complainant/Victim:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

8. Conclusion:

Complaints relating to Sexual Harassment shall be handled and investigations will be conducted under the principles of natural justice, basis of fundamental fairness, in an impartial and confidential manner so as to protect the identity of all viz., the person bringing the charge, potential witnesses, and the person accused of improper behavior. Also, all efforts shall be taken to ensure objectivity and thoroughness throughout the process of investigation.

The decision of Company shall be final and binding on all. However, the same is without prejudice to any recourse that Company or the individual concerned may have against the respondent and it shall not limit or restrict the rights of the Complainant and/or Company to pursue, nor shall they be precluded from pursuing, such further and other legal actions as may be available.

Date: 11/10/2023
Place: Jaipur


Rohit Gupta
Managing Director

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