

RBL Bank

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

Owner: Human Resources
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POLICY ON THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 was passed by both the Houses of Parliament and it received the assent of the President of India on 22nd April 2013. It is an Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Objective:

In line with the Act the Bank is committed to provide a safe and congenial work environment to its employees and visiting lady visitors to workplace of RBL Bank as well and ensure that they are not subjected to sexual harassment.

The objective of the policy is also to foster a non-discriminatory, equal opportunity-based healthy workplace environment by ensuring an effective redressal mechanism for sexual harassment at the workplace.

Applicability:

The policy shall be applicable to all women, either directly employed by the Bank or through its vendors/ contractors/ Bank contracts covering Fixed Term Employees (FTE's) / Non-Full Time Employees (NFTE's). Besides, it is applicable to all women customer or otherwise, connected in the course of delivery of banking/ business transactions.

Definitions/ Abbreviations

“Aggrieved women” – AW – Refers to any women employee or woman visitor to RBL Workplace who has lodged a complaint under the Policy on Sexual Harassment of Women at Workplace

“Respondent” – RE Refers to any male employee or male visitor to RBL workplace against whom the complaint has been lodged by AW.

“Workplace”- Includes all offices and branches in India. It also includes any place visited or arising out of or during the course of employment (including transportation, if any provided by the Bank)

“Sexual Harassment”- It includes such unwelcome sexually determined behaviour whether directly or by implication such as:

- Physical contact and advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Interferes with her work or creating an intimidating or offensive or hostile work environment for her.
- Humiliating treatment likely to affect her health or safety.

“Appropriate Authority”: This would mean the Internal Committee being constituted under this policy, which will work independently on all the complaints referred under this policy.

“Internal Committee” - IC- This committee is a committee constituted to investigate/ inquire a sexual harassment case and it is empowered to recommend appropriate action or punishment against respondent including compensation or against complainant for false complaint as well. The committee consists of -

- A Presiding Officer, who shall be a woman employed at a senior level at workplace from amongst the employees.
- Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

And

- A social worker with at least five years’ experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular addressing workplace sexual harassment or
- A person who is familiar with labour, service, civil or criminal law.

Further in accordance with the provisions,

- The Internal Committee must have at least one-half of the total members as women at all times.
- The Presiding Officer and every member of the Internal Committee can hold office for a period not exceeding three years, from the date of their nomination.
- The Internal Committee enjoys certain judicial powers in enforcing attendance of witnesses or submission of documents.

Procedure for filing a Complaint- A complaint on sexual harassment at the workplace must be made by the AW in writing to I.C within a period of three months from the date of occurrence of an incident. In case of a series of an incident, within a period of three months from the date of last incident.

The Internal Committee also has the powers to extend the time-limit for reporting by not more than three months, if it is satisfied that the circumstances were such which prevented the employee from filing a complaint within the three month period. If an AW is unable to make a written complaint on account of her physical or mental incapacity or her death or otherwise, her legal heir or such other person as may be prescribe may make a complaint.

Process to be followed by IC – On receipt of the complaint, the IC would initiate preliminary inquiry to evaluate if there is a prima facie case or not.

Chairman will approve the inclusion of members forming the Enquiry committee for each individual posh complaint. The progress and closure shall be reported to chairman on a periodic basis.

Post establishment a prima facie case, the IC will seek explanation in writing from the RE after providing him the copy of complaint. Mere filing a complaint does not mean either Respondent is guilty or complaint is false and it is subjected to impartial inquiry and the evidence that is made available to IC both by production of documents & witnesses during inquiry.

Post receipt of reply from RE, IC may before initiating an inquiry and at the request of the AW, take steps to settle the matter between the AW and the RE, through conciliation, provided that no monetary settlement shall be made as a basis of conciliation. Where a conciliation settlement is arrived, no further inquiry shall be conducted by IC.

If conciliation fails, or if AW insist for an enquiry, then IC will initiate a detailed inquiry and submit the report with recommendations or punishments to Respondent or closure of the case with reasoned findings or action against complainant for false complainant. The IC will maintain utmost secrecy as regards identity of Complainant, Respondent and Witnesses, content of complaint, entire proceedings of probe, conciliation or inquiry etc.

Time lines:

Within seven days of receiving a complaint	IC will inform the RE in writing that a complaint has been received and will seek explanation.
The RE will have an opportunity to respond to the complaint in writing	Within ten days thereafter.
Completion of Inquiry	Within 90 days
Submission of Report by IC to Employer	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

False Complaint:

An allegation of sexual harassment is a serious charge and hence employees should refrain from making false claims or allegations of such harassment. If allegation against the RP is malicious and/or any false/ misleading documents/ statements are produced during the enquiry, appropriate disciplinary action would be taken against the complainant.

Role of HR

- Initiate actions as recommended in the report
- Display at conspicuous, place the details of IC members
- Create awareness on sexual harassment and remedial measures as provided under the Act among all employees.
- Arrange capacity and skill building programme for IC member
- Ensure submission of annual report to appropriate authority.
- All administrative help to IC as and when required.

IC (Represents all offices of RBL Bank)- Member Details:

IC Members Name	Gender	Designation in IC	Contact no's	Email add of IC
Ms. Lipika Saxena	Female	Chairperson/Presiding Officer	022-48829440	POSH@rblbank.com
Mr. Sunny Uberai	Male	Internal Member	022- 43020503	
Mr. Abhijit Somvanshi	Male	Internal Member	022-43020565	
Ms. Parul Sarin	Female	Internal Member	011- 49474806	
Ms. Devika Chopra	Female	Internal Member	011- 46765660	
Mr. Ankur Sood	Male	Internal Member	012- 44506106	
Mr. Zaheer Khan	Male	Internal Member	080- 42775000	
Mr. Raghavendra A	Male	Internal Member	080-42775037	
Ms. Niti Arya	Female	Internal Member	022- 43020667	

Ms. Geetha Murthy	Female	Internal Member	080 42775000 Extn 2130	
NGO, Sakhya	Female	External Member	8097657620	

The provisions of policy are subjected to change as per guidelines or amendment to POSH Act 2013 to be issued from Union government of India.