

GNRC LIMITED

Policy on Prevention of Sexual Exploitation and Abuse

Purpose :

To ensure a safe, secure and congenial work environment where employees can deliver their best without any inhibition, threat or fear.

With this objective a "Sexual Harassment Policy" has been created at GNRC.

Scope :

This policy applies to all individuals who are employed /engaged in permanent/ contractual/retainer/ visiting/temporary capacity at GNRC Hospitals Ltd.

It covers sexual harassment committed within or outside the organization premises in which employees may find themselves in connection with their employment.

This applies equally to relations between superior and subordinates as well as between peers.

This is equally applicable to sexual harassment:

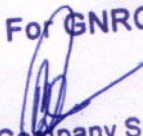
- Between opposite genders
- Between members of the same gender

A broad definition of sexual harassment consists of any physical or verbal behavior and any form of communication that has unnecessary, improper or unwelcome sexual connotations. It may consist of but not limited to any of the following:

- Unwelcome sexual advances, request for sexual favors, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature.
- Transmitting any message by mail, telephone, mobile, electronic text etc which is obscene, lewd, suggestive or blatantly sexual in nature.
- Any explicit or implicit communication wherein a sexual favor or demand whether by words or actions is made a condition for an individual's employment, career progress, promotion etc.

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For GNRC Ltd.


Company Secretary



- Sexually charged jokes or remarks which have sexual connotations
- Consistent pattern of unnecessary physical contact , staring or targeting unreasonable attention at an individual in day to day dealings
- Actual sexual assault

Such instances shall be deemed to be **Sexual Harassment**

Procedure:

A Committee called "**Internal Complaint Committee**" has been constituted to address and resolve any incident /complaint of sexual harassment.

This Committee at GNRC Hospitals,DISPUR (A Unit of GNRC Ltd.) shall constitute of:

Chairperson: Dr. Pranita Saikia Medhi

Members:

1. **Dr. Jayashree Borah, Social Activist**
2. **Mr. Sanjiv Lahkar, Advisor**
3. **Dr. Nahid Suraiya Islam, Sr. Consultant – Neuropsychiatry**
4. **Mr. Biswajit Das, Company Secretary**
5. **Dr. Subrat Dev Bhagabati, DMS**
6. **HR Representative**

If an employee is sexually harassed directly or indirectly then a complaint of the alleged incident shall be forwarded to any member of the Committee in writing by the individuals who is employed /engaged in permanent/ contractual/retainership/ visiting/temporary capacity with his /her signature within 7 (seven)days of occurrence of such incident

The Committee shall maintain a Register to endorse the complaint received and keep the contents confidential if it is so desired except to use the same for discreet investigation.

The Committee shall hold a discussion with the Complainant within 7 (seven) days from the date of receipt of such complaint

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Company Secretary



The Committee shall prepare and handover the Statement of allegation to the person against whom complaint is made and give him/her an opportunity to submit a written explanation if he /she so desires within 7 days of receipt of the same.

In case the complaint is found to be false, the Complainant shall fit be liable for appropriate disciplinary action by the Management.

If the Complainant desires to tender any documents by way of evidence before the Committee, he /she can do so. Similarly, if the person against whom complaint is made desires to tender any document in evidence before the Committee, he/she can do so.

The Committee shall provide every reasonable opportunity to the Complainant and the person against whom the complaint is made to put forward their views and defend themselves.

The Committee shall complete the "Enquiry" within one (1) month from the period the complaint was forwarded to the Committee and communicate its findings and its recommendations for action to the Unit Head/CEO.

The Unit Head shall initiate appropriate action in accordance with the recommendation proposed by the Committee.

This policy shall be in compliance to applicable rules and regulations and shall be updated as required accordingly.

For GNRC Ltd.

Signature :

Name : Mr. Biswajit Das

Designation : Company Secretary

Dated : 19/05/2021

For GNRC Ltd.

Company Secretary

