



Wooyoung Automotive India Pvt. Ltd.

Guidelines applicable for all permanent / contract employees of Wooyoung Automotive India Pvt. Ltd.,

1. Introduction

Wooyoung Automotive India Private Limited is committed to providing a safe and conducive work environment to its employees. Under the corporate compliance policy, harassment of any kind including sexual harassment is forbidden.

Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behaviour to be normal or acceptable and whether the harassed person has the opportunity to avoid the harassment.

Sexual harassment is an unwelcome behaviour, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness. Behaviour that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

The Company is committed to providing a work environment free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work. The Company follows a 'zero tolerance policy' towards any form of sexual harassment.

2. Objective

The objective of this policy document is to reiterate the Company's commitment to:

Provide right to work with dignity and right to a safe environment free from sexual harassment;

Create a harmonious and productive working environment free from sexual harassment, its prevention and redressal of complaints of sexual harassment from an aggrieved woman and for matters connected therewith or incidental thereto;

Protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential; and

Encourage employees to express freely, responsibly and in an orderly way, opinions and feelings about any problems or complaints of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference will result in appropriate disciplinary action. Employees are encouraged to report any conduct that they believe to be retaliatory towards themselves or another employee.

Any employee found to have been engaging in retaliatory conduct will be subject to discipline up to and including termination.

3. Sexual Harassment

Sexual harassment is emotionally abusive and creates an unhealthy and unproductive atmosphere at the workplace. No woman shall be subject to sexual harassment at the work place.

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -

1. Physical contact and advances; or
2. A demand or request for sexual favours; or
3. Making sexually coloured remarks; or

4. Showing pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances connected with any act or behaviour of sexual harassment against a woman may also amount to sexual harassment:

1. Implied or overt promise of preferential treatment of her employment in the Company;
or
2. Implied or overt threat of detrimental treatment of her employment in the Company;
3. Implied or explicit threat about her present or future employment status; or
4. Conduct of any person which interferes with her or creates an intimidating or offensive or hostile work environment for her; or
5. Humiliating conduct constituting health and safety problems for her.

If you are being harassed

Tell the aggressor that his/her behaviour is unwelcome and ask him/her to stop. Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately. File a complaint as soon as possible with the Internal Complaints Committee.

4. Internal Complaints Committee (ICC)

For the purpose of addressing complaints related to the sexual harassment, the Company has formed an Internal Complaints Committee (ICC) comprising of the following members:

1. A senior woman employee of the Company who shall act as the Presiding Officer;
2. Not less than two members from amongst employees with at least one member from the site at which the complaint has arisen; and
3. One external member committed to the cause of women or a person familiar with issues relating to sexual harassment.

At all times, at least one half of the total number of members forming the Committee shall be women. Names of members forming part of the ICC for your site is given in Annexure A to this Policy. The same shall be also be displayed at a conspicuous place in the site. Grievances can be raised either directly to any ICC member, send to the distribution list or informed via a telephone call on the number mentioned in Annexure B.

5. Procedure:

Complaint:

In case a female employee is unable to make a complaint on account of her mental incapacity, a complaint may be filed by her relative or friend; or a special educator; or a qualified psychiatrist or psychologist; or the guardian or authority under whose care she is receiving treatment or care; or a person who has knowledge of the incident jointly with her 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;

For any other reasons, a complaint may be filed by any person who has knowledge of the incident, with written consent of female employee;

On death, a complaint may be filed by any person who has knowledge of the incident with the written consent of female employee's legal heir.

All employees are urged to report any sexual harassment experienced by them, personally. A concerned co-worker may also inform the ICC of any instance or behaviour of sexual harassment by a co-worker towards another employee.

Conciliation:

At the request of the aggrieved woman, the ICC may, before initiating enquiry, take steps to settle the matter between her and respondent through conciliation. However, no monetary settlement shall be made as a basis of conciliation. Where a settlement is arrived at, the ICC shall record the settlement and forward the same to the Company to take such action as specified in the recommendation. The ICC shall provide the copies of settlement recorded to the aggrieved woman and the respondent.

6. Enquiry into complaint

In all other cases, as well as in cases where the aggrieved woman informs the ICC that the terms or conditions of conciliation have not been complied with by the respondent, the ICC shall proceed to make enquiry into the complaint. The ICC shall have same powers for making enquiry as vested in a civil court when trying a suit for certain matters. The ICC shall make the enquiry in accordance with the principles of natural justice

In case the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Company that no action is required to be taken in the matter.

In case the ICC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Company to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent. The ICC shall also recommend to the employer to deduct from the respondent's salary or wages, such sum as it may consider appropriate to be paid to the aggrieved woman employee. The ICC shall consider various factors such as mental trauma, pain, suffering and emotional distress caused to the aggrieved woman, the loss in career opportunities due to the incident of sexual harassment, medical expenses incurred by the victim for physical or psychiatric treatment, the income and financial status of the respondent, feasibility of such payment in lump sum or in instalments to determine the sum to be paid to the aggrieved woman.

Where there are no service rules applicable to the respondent, the ICC shall recommend to the Company to take such action including written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, termination of service, undergoing counselling session or carrying out community service.

Regardless of the outcome of a complaint made in good faith, the aggrieved woman or the person lodging the complaint and any person providing information or any witness, shall not be subject to any form of retaliation.

The details of all complaints and information pertaining thereto, including the enquiry shall be kept confidential

7. Malicious Complaints

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if any employee is found to make a knowingly false report of a possible violation for the purpose of

harming another individual, the employee may be subjected to disciplinary action up to and including termination

ICC may recommend to the Company to take action against the woman or the person who has made the complaint in accordance with the applicable service rules if it comes to the conclusion that the allegation against the respondent employee is malicious or the complaint is filed knowingly to be false or any forged or misleading document is produced to make complaint.

Mere inability to substantiate a complaint or provide adequate proof will not attract action against the complainant and the malicious intent on the part of the complainant is required to be established after an inquiry before recommending any action.

8. Timelines

The crucial timelines that should be adhered to, by the aggrieved woman and the Company with regard to a complaint of sexual harassment: a) A written complaint has to be filed by the aggrieved woman (or such other person as stated above) within (3) three months of the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident. The ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three (3) months on being satisfied that the circumstances were such that prevented the aggrieved woman (or other person, as the case may be) from filing a complaint within the said period.

The ICC shall complete the inquiry within 90 days. The inquiry report has to be issued within 10 days from the date of completion of the inquiry. Company shall act on the recommendations of the ICC within 60 days of receipt of the Inquiry report. Appeal against the recommendations of the ICC / non-implementation of the recommendations lies to the appellate authority notified under the Industrial Employment (Standing Orders) Act, 1946.

9. Interim Relief to Aggrieved Employee

During the pendency of an inquiry, on a written request made by an aggrieved woman, the ICC may recommend to the Company the following:

Transfer the aggrieved woman or the respondent employee to any other workplace;

grant leave to the aggrieved woman up to a period of three months or restraining the respondent from reporting on the work performance of the aggrieved woman.

10. Dissemination Of the Policy

A copy of this Policy shall be disseminated among all employees and all new recruits and they shall read, understand and abide by the Policy.

If you require any further information / clarifications on the Policy, please contact the HR Department.

Prepared By	Approved by
Asst. Manager HR & Logistics	General Manager