

**SEXUAL HARASSMENT POLICY**

**INTRODUCTION**

**TITANIUM EQUIPMENT AND ANODE MANUFACTURING COMPANY LIMITED** (hereinafter referred as “TEAM”) recognises the right of every employee to be able to attend work and to perform their duties without being subjected to any form of sexual harassment. It is the obligation and responsibility of every employee to ensure that the workplace is free from sexual harassment.

TEAM is fully committed to its obligation to eliminate sexual harassment in the workplace.

**Purpose**

The purpose of this policy is to outline TEAM’s position on sexual harassment and to document the process which is to be followed should any grievances arise.

**Definitions**

***Sexual harassment*** means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

It is to be noted that behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

**Policy**

TEAM will not tolerate sexual harassment under any circumstances.

This policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events and business trips. No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment.

TEAM strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and request that the behaviour stops immediately.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a person, at which point that person must be notified under the rules of natural justice.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee who has been alleged to be a harasser.

All employees have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

### SEXUAL HARASSMENT COMPLAINING PROCEDURE AND COMPLAINT PROCESS

The victim who believe he/she is subject of sexual harassment should take firm, positive and prompt action. He/She can mail or write a complaint letter to HR Manager on the incidence of sexual harassment.

The HR Manager will provide support and ascertain the nature of the complaint. The HR Manager may be obliged to carry out a formal investigation in relation to a complaint of sexual harassment.

The formal procedure will be co-ordinated by the HR Manager, and a formal investigation may be conducted internally or by an external investigator, if required.

An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation.

Records are to be kept and filed in a confidential and secure place. Under no circumstances will records be placed on the complainant's personnel file.

The findings as to whether sexual harassment has occurred will be determined on the basis of the evidence, and on the balance of probabilities.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling;
- Disciplinary action against the harasser (e.g. demotion, transfer, suspension, probation or dismissal);
- Official warnings that are noted in the respondent's personnel file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behaviour will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation. If the investigation determines that sexual harassment has occurred, the Manager must forward a summary of the complaint and the action taken to the Human Resources Department. A copy may be placed in the respondent's personnel file by the Human Resources Department, in accordance with Performance Counselling procedures. And, if there has been any substantiated victimisation, disciplinary action will be followed.

### **AUTHORISATION**

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