

POSH Policy

Version 18

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Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.0	01-July-2006	HRSS	HRSS Head	Global HR Head	New Document Release
2.0	01-Nov-2009	HRSS	HRSS Lead & Location HR	Global HR Head	Update name of Council Members
3.0	01-July-2013	HRSS	CPO & Geo HR Head	CEO	Policy renamed to “Secure Workplace Policy” from ‘Anti Sexual Harassment Policy’. Revision in procedure for registering a complaint, additional clauses to include Employee Responsibility, Enquiry Council, Enquiry Process, definition of workplace, dealing with false complaints and confidentiality clauses.
4.0	01-Mar-2014	HRSS	CPO & Legal Head	CEO	Policy modified based on the new law
5.0	01-Feb-2015	HRSS	HRSS Head	CEO	Changed the constitution of Council
6.0	01-June-2016	HRSS	HRSS Head, Corp HR Head, External Member	CPO	Policy renamed to POSH policy. Reconstituted Internal Council.
7.0	01-Sep-2017	HRSS	HRSS Head, Corp HR Head	CPO	Changed the constitution of Internal Council
8.0	01-Dec-2018	HRSS	HRSS Head, Corp HR Head	CPO	Yearly Review – updation of Internal Council
9.0	01-Apr-2019	HRSS	HRSS Head, Corp HR Head	CPO	Change in Internal Committee member & yearly review, policy template change
10.0	01-Apr-2020	HRSS	HRSS Head, Corp HR Head	CPO	Updation of policy post merger, Change in Internal Committee member & yearly review.
11.0	01-July-2021	HRSS	HRSS Head, Corp HR Head	CPO	Annual review, updation of IC
12.0	01-Mar-2022	HRSS	HRSS Head, Corp HR Head	CPO	Annual review – Modification in clause 3.0 (definition of workplace).

13.0	08-Apr-2022	HRSS	HRSS Head, Corp HR Head	CPO	Updation as per group guidelines, Modification in IC Members
13.1	06-Feb-2023	HRSS	HRSS Head, Corp HR Head	CPO	Modification in clause 8. Updation of IC Members.
13.2	31-May-2023	HRSS	HRSS Head, Corp HR Head	CPO	Modification of clause 6&7, change in complaint ID.
14.0	25-July-2023	HRSS	HRSS Head, HRSS Lead	CPO	Updation of IC Member & modification in clause 8
15.0	01-Sep-2023	HRSS	HRSS Head, HRSS Lead	CPO	Updation of IC list, modification of clause 2, addition of clause 7.1 (on behalf complaints)
15.1	13-Feb-2024	HRSS	HRSS Head, HRSS Lead	CPO	Modification in IC Members and change in External Committee Member
16.0	18-July-2024	HRSS	HRSS Head, External Member	CPO	Policy Review, change in template & Modification in IC Members.
17.0	23-Oct-2024	HRSS	Grievance Mgmt. Office, External Member, HRSS Lead, CPO	The Board	Updation of clauses 1, 2, 5, 8, 10, added clause 11 (appeal), change in IC structure (clause 14).
17.1	22-Jan-2025	HRSS	Grievance Mgmt. Office, HRSS Lead	CPO	Updation of IC Members
18.0	28-May-2025	HRSS	Grievance Mgmt. Office, HRSS Lead	CHRO	Company Logo Change. Modification to clauses 7, 8 & 11. IC member change in Hyderabad & IC Chairperson change in Southern Region.

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1. Purpose

Birlasoft is committed to provide a work environment which is secure, safe and free of harassment and unlawful discrimination at workplace to all Associates. Guided by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act and Company's Code of Business Ethics and Conduct (COBEC) Policy, Birlasoft has created this policy to strengthen its core values of Respect and Integrity, to provide a conducive environment free from prejudice, gender bias and sexual harassment at workplace. To have secure and safe workplace, it is essential that Associate(s) deals with their colleagues and third-party staff with full fairness and respect and realizes that their behaviour will be attributed to Birlasoft and can affect its reputation.

2. Applicability

This policy is applicable to all Associates of Birlasoft Limited, India. "Associate" includes all full-time/part-time employees, subcontractors, trainees, interns and ancillary staff. It also includes any person who is associated with Birlasoft for business and operates from its premises. Any complaint of sexual harassment at workplace reported by an Associate by self or by any other Associate on behalf of an aggrieved person as per clause 7.1 of this policy will be actioned under this policy. Any workplace sexual harassment, as defined below involving any of the Associate shall be subject to this Policy and respective procedures, irrespective of the time and place of it's happening.

3. Definition of Workplace

For the purposes of this policy, the word 'workplace' is not confined or limited to the actual working place of the associates or office premises, in which paid work may be performed as per the prescribed duty hours. Workplace would also include inter office parties, work-related social functions, phone calls, messages sent through phone or any electronic media or email to another associate from anywhere, or other work-related contacts outside office hours, or virtual / direct interactions during work from home or hybrid work scenario and work-related interactions even on nonworking days. Thus, it is not the physical workplace that would govern, but the access that a perpetrator has to the recipient of workplace/sexually harassing behaviour by virtue of a job situation or relation that is related to the job or work assignment.

4. What is Sexual Harassment?

Sexual harassment is any unwanted or undesirable conduct that puts down or shows hostility or an aversion towards another associate at the workplace. It is an act done by any associate at the workplace with the intention to make any Associate, especially a female associate, uncomfortable or with the purpose of violating a person's dignity/modesty or creating an intimidating, hostile, degrading, humiliating or threatening work environment.

Some of the acts and examples of Sexual Harassment are given below:

- Making obscene or dirty comments and remarks with sexual orientation, which object the other person.

- Inappropriate usage of e-mail or any such communication or chat facilities for sending & receiving obscene messages/pictures.
- Sexual advances & gestures whether by words or actions, including talking about sexual activities or desires.
- Sending of pornographic materials in any form to an Associate
- Displaying or giving nude or semi-nude photographs, emoticons, cartoons or electronic images on phones, laptops, notebooks, etc.
- Sexual graffiti in office premises, including in rest rooms.
- Leering, elevator eyes, winking.
- Whistling, barking, grunts, growling with the intent to sexually intimidate / harass.
- Passing rumors of sexual acts or involvement
- Stroking, grabbing, patting, hugging, pinching, and provocatively posing.
- Intentionally cornering or blocking passageway
- Clothing adjustments of others, backrubs
- Stalking, pestering, spying or obsessive behavior.
- Inappropriate calendars or screen savers
- Unwelcome sexual advances or threats
- The offer of rewards for going along with sexual advances e.g. promise of promotion, access to training, onsite opportunities, favorable projects, etc.
- Threats for rejecting sexual advances e.g. suggestions that refusing advances will adversely affect the associate's employment, performance appraisal, pay, assigned work, or any other condition of employment or career development.

The above list is illustrative and not exhaustive.

5. Associate's Responsibilities

- Associates must conduct themselves to uphold the values of Birlasoft and ensure a work environment that promotes respect and upholds the dignity of every Associate, especially female Associates.
- Associates will be given training / orientation on this policy as part of their joining/induction. Associates will also be given regular updates and procedural awareness about the policy through mailers, posters, banners or any other means of communication, online trainings, etc. It is the responsibility of every associate to attend such orientation and training sessions, whenever conducted and assigned. In addition, all associates must attend the POSH refresher training mandatorily, at least once a year.
- All Associates must read, understand and comply with this Policy on Prevention of Sexual Harassment at Workplace, and seek clarifications / assistance, if any.
- Associates must report every incident of sexual harassment that they are aware and/or encountered, to the Internal Committee. To the extent possible, Associates shall keep a record of such incidents (dates, time, 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 Internal Committee in investigation and taking immediate appropriate action at the earliest.

- Associates must cooperate with the Internal Committee or designated company officials or external parties in investigations and in preventing and curtailing sexual harassment and discrimination at the workplace.
- Associates must ensure that all information related to any sexual harassment incident which is in their knowledge related is maintained as confidential and shared only with Internal Committee or anyone authorized by IC in writing.

6. Birlasoft Internal Committees (IC) on Workplace Sexual Harassment

Birlasoft has set up regional Internal Committees (IC) to deal with any complaints or incidents of Sexual Harassment at workplace. The details of the Internal Committees and Members are given in this policy, which is available in our intranet portal. An associate can reach out to this IC at the dedicated and secure email, **securedworkplace@birlasoft.com** to log any complaint of sexual harassment.

The IC will seek assistance from external bodies/legal experts (such as NGO's / lawyers) during the course of investigation, wherever the IC deems it necessary or as required under the law of the land, for the purpose of advice and investigation. Such external bodies/experts must be associated in the field of women safety/empowerment or matters dealing with welfare of women.

7. Procedure to Register Complaint Against Sexual Harassment

- An associate must report any incident of sexual harassment or related grievances to Internal Committee at confidential email ID **securedworkplace@birlasoft.com** as soon as the incident has occurred, but not later than 90 calendar days of the incident, in writing over email. In case the complaint is not made within 90 calendar days, the IC may extend the time for 90 days in case it is satisfied that due to compelling circumstances, the complaint could not be made earlier, and such reasons will be recorded.
- Associate should include details about the incident, including name of the accused, location of incident, date(s) & time and supporting evidence and witnesses, if any, while reporting the same.
- Associates also has the option to raise a complaint in SHe-Box platform, which is provided by the Ministry of Women and Child Development (MWCD).

7.1. Complaint on Behalf of the Victim/Aggrieved Person

Apart from the victim/aggrieved Associate, a complaint can be filed by any of the following persons, who has knowledge of the incident, if the Aggrieved Associate is not in the physical or mental state to file a complaint (with written consent of the Aggrieved):

- Aggrieved Associate's co-worker or Aggrieved Associate's relative
- An officer of the National Commission for Women or State Commission for Women
- Aggrieved Associate's special educator or A qualified psychiatrist/psychologist
- Any other person who holds a written consent of the aggrieved associate to file a complaint.

8. Inquiry by the Internal Committee (IC)

This IC in accordance with local laws governing such sexual workplace harassments and company procedure, will investigate fairly to establish any misconduct or harassment which are sexual harassment in nature as follows:

- Each reported incident will be reviewed & investigated by the IC and meet both the parties involved, as necessary to further find the facts.
- After receipt of the written complaint, the IC Chairperson of the region will constitute the incident investigation IC consisting of a minimum of 3 members for each complaint. The IC members should be preferably from the same location where the incident has happened; however, if any location IC members are unavailable to complete the investigation team, the Chairperson may nominate other members from the regional IC to the investigation team for the particular complaint.
- A copy of the complaint will be forwarded to the respondent within 7 (seven) working days from the receipt of the complaint by the IC.
- The respondent should file reply to the complaint along with the list of documents and names and details of witnesses within a period not exceeding 10 working days from the date of receipt of the complaint from IC.
- The IC is empowered to call for any type of evidence or any witnesses as it deems appropriate, that includes calling eyewitnesses, CCTV footage, mobile logs, messages, chats, emails or anything as it deems appropriate. The inquiry by IC shall be completed within 90 calendar days of receiving the complaint.
- If found appropriate, based on the request made by the complainant/aggrieved employee, the IC may, before initiating an inquiry under section 10 of the POSH Act, accept the request for conciliation. If such a request for conciliation is accepted, the IC will take steps to settle the matter between both the parties through conciliation, provided that the settlement is not based on monetary or other pecuniary basis.
- Where a conciliation and settlement has been arrived between both the parties, the IC shall record the settlement so arrived and forward the same to the Management to take action as specified in the recommendation.
- The Inquiry report shall be released within 10 working days of completion of the investigation.
- If an individual is found guilty of sexual harassment, strict disciplinary action shall be initiated by the HRBP Head/Lead based on the recommendations of the IC under the Policy including but not limited to transfer, withholding promotion, suspension or even termination of employment.
- The Management shall act on the recommendations of the IC within a period of 60 calendar days of it receiving the recommendations.

9. False Accusations

In case the IC concludes after investigation that the complaint was false and malicious, appropriate disciplinary action under the Policy shall be taken which may include termination among other penalties. This does not, however, include complaints which are difficult to prove or have been made in good faith but do not constitute sexual harassment per se.

10. Confidentiality and Protection

10.1. Confidentiality of Identity and Information

The IC will make all efforts to ensure that the identity and particulars of the affected parties, including complainant/victim, accused and witnesses, are maintained strictly confidential. It also ensures that a congenial work environment is maintained and followed by both the parties even after the incident, in case strict disciplinary action is not taken against the accused (i.e. if services are not terminated or conciliation is done).

10.2. Protection and non-retaliation

The IC and HR will use all the resources available at its disposal to ensure that the complainant/victim is not further sexually or mentally harassed by the accused. It will also take appropriate steps to ensure that the complainant/victim or witnesses are not retaliated, harassed or victimized in any way by anybody in the company for having made the complaint.

The Policy shall be subject to change from time to time and the latest version shall be available on the Intranet for Associates to refer at any time, considering the Company has a Hybrid work model.

11. Appeal

Appeal by the parties against the findings or decisions of the IC or action taken by the management, is allowed within 90 days to the appellate authority of the state notified under Section 2(a) of the Industrial Employment (Standing Orders) Act 1946 from the date of submission of report by IC.

Appeal can also be filed to the Court of law within a period of 90 calendar days from the date of recommendations of the IC.

12. Legal Framework

This policy provides the broader procedural guidelines related to workplace behavior and consequences of non-compliance as per the provisions of the law on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Law of the land will supersede and be the reference for any interpretation.

13.Communication and Awareness

Associates will be given awareness and training on this policy through induction program, awareness and refresher communication, notice boards, HR connects, and training programs.

14.Internal Committees

For the purpose of prevention, prohibition and redressal, including investigations related to sexual harassment at workplace, Birlasoft has formed the below Internal Committees (IC).

The Internal Committee Chairperson of the region where incident of harassment occurred, will be responsible for constituting the investigation team out of the IC members of the location and conducting the investigation and all actions related to the incident. Where there is unavailability of required quorum of IC Members of any location for such a period where it is likely to impact fast and timely investigation, the Chairperson will nominate members from other locations of the region in the interest to complete the investigation on time.

14.1. Internal Committee for Western Region (Maharashtra)

S.NO.	Member Name	Designation/Role in IC	Location
1.	Nayanprabha Malekar	Chairperson	Pune
2.	Nalini Nagaraja	External Committee Member	All locations
3.	Sneha Padve	Member	Pune
4.	Raghupartap Sarai	Member	Pune
5.	Deeraj Malhotra	Member	Pune
6.	Ganesan Karuppanaicker	Member	Pune
7.	Jerome Lobo	Member	Pune
8.	Jinesh Masalia	Member	Mumbai
9.	Vandana Prabhu	Member	Mumbai

14.2. Internal Committee for Northern Region (UP/Delhi/NCR)

S.NO.	Member Name	Designation/Role in IC	Location
1	Arti Warikoo	Chairperson	Noida
2	Nalini Nagaraja	External Committee Member	All locations
3	Rama Singh	Member	Noida
4	Alka Mittal	Member	Noida
5	Rishu Sharma	Member	Noida
6	Shampa Ghosh	Member	Noida
7	Anurag Gupta	Member	Noida
8	Vipin Jamwal	Member	Noida

14.3. Internal Committee for Southern Region (Tamil Nadu/Karnataka/Telangana)

S.NO.	Member Name	Designation/Role in IC	Location
1.	Vijayalakshmi Priyadarshini T	Chairperson	Chennai/Coimbatore
2.	Nalini Nagaraja	External Committee Member	All Locations
3.	Vishvesh Arumugam	Member	Chennai/Coimbatore
4.	Lavanya Mandava	Member	Hyderabad
5.	Ravi Kumar Gonuguntla	Member	Hyderabad
6.	Sameera Nath	Member	Hyderabad
7.	Soya Joseph	Member	Bengaluru
8.	Sangeeta Gupta	Member	Bengaluru
9.	Girish Rame Gowda	Member	Bengaluru
10.	Praveen Siddannavar	Member	Bengaluru
