

**MERCURY TRADE LINKS LIMITED**

**POLICY ON SEXUAL HARASSMENT**

## **INTRODUCTION:**

This policy has been framed in accordance with the provisions of “**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**” and rules framed thereunder (hereinafter “the Act”). Sexual harassment can be broadly defined as any unwanted and unwelcome comments or behavior, with sexual overtones that have a negative effect on the dignity of other persons in the workplace.

Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

## **PURPOSE:**

This policy provides appropriate procedures to deal with Sexual Harassment and prevent its recurrence.

## **ROLES & RESPONSIBILITIES:**

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

The supervisor/manager must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated; that complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

## **COMPLAIN MECHANISM:**

An appropriate complaint mechanism has been created in the Company for time-bound redressal of the complaint made by the victim. Complaints of Sexual Harassment must be reported in writing to the complainant’s supervisor/manager. Where the supervisor is the alleged harasser, the complaint must be reported to the next level of supervision/ management.

The Manager/Supervisor is responsible to investigate every formal written complaint of sexual harassment, Discouraging and preventing employment-related sexual harassment. Once investigations are complete and it has been established that the complainant has a case, the alleged harasser and offender must be dealt with in terms of the disciplinary procedure, either formal or informal, depending on the nature and circumstances of the misconduct.

**CONCLUSION:**

The provisions of this policy shall not restrict the powers of the Management or the complainant to proceed against the alleged offender for any other misconduct or other legal remedies. The policy will be reviewed from time to time and revised to keep it up to date with changes in the act.