

***POLICY ON PREVENTION OF SEXUAL  
HARASSMENT***

*Approved by the Board of Directors at its meeting held on April 19, 2023*

## **I. COMMITMENT:**

Five Star is committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afforded equitable treatment. Five Star is also committed to promote an inclusive and positive work environment that is conducive to the professional growth of its women employees and encourages equal opportunity to all employees.

Five Star will have zero tolerance to any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

## **II. SCOPE:**

This policy applies to all categories of employees of Five Star, including permanent management and workmen, temporaries, trainees and employees on contract at its workplace or at client sites. Five Star will not tolerate sexual harassment, if engaged in by customers or any other business associates.

The workplace includes:

1. All offices or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from Five Star's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

## **III. DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment may be a single incident or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

1. unwelcome sexual advances (verbal, written or physical),
2. demand or request for sexual favours,
3. any other type of sexually-oriented conduct,
4. verbal abuse or 'joking' that is sex-oriented,
5. any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

## **IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:**

All employees of Five Star 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.

## **V. COMPLAINT MECHANISM:**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of “Internal Committee” has been created in the Company for time-bound redressal of the complaint made by the victim.

## **VI. COMPLAINTS COMMITTEE:**

1. Five Star has constituted an Internal Committee to consider and redress complaints of Sexual Harassment. The Committee shall consist of the following members:
  - a. Presiding Officer of the Committee – A senior women employee
  - b. Not less than 2 members from employees who have had experience in social work/ have legal knowledge / worked in similar roles.
  - c. One external member from amongst Non-Governmental Organizations / associations committed to the cause of women or person familiar with the issues pertaining to sexual harassment

It should be ensured that at-least 50% of the members are women.

2. The Internal Committee is responsible for:
  - a. Investigating every formal written complaint of sexual harassment
  - b. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
  - c. Discouraging and preventing employment-related sexual harassment
3. The Internal Committee constituted to consider and redress Complaints of Sexual Harassment would be with effect from initial approval of the policy by the Board.
4. Note that each member of the committee shall hold his / her position in the Committee for a maximum period of 3 years from the date of their appointment. In case of removal or voluntary separation of a member from the Committee or on completion of the tenure (3 years) or in case of separation of any member from the organization, the HR shall facilitate for suitable replacement of such member in the Committee under intimation to the Management and the Board
5. A member shall be removed from the Committee in case he / she is found to have contravened the provisions of the Policy, or
  - is found to have indulged in rampant abuse of their position or
  - if he / she is convicted of any offence or an inquiry into an offence is pending against him / her under any Law, or
  - if he / she is found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him / her.
6. The committee shall have a permanent email id, for employees to register their grievances,

complaints or concerns online via email. The employees may mail complaint(s) to the Internal Committee on [icc@fivestargroup.in](mailto:icc@fivestargroup.in)

7. The quorum for the purpose of meeting/hearing shall be 2/3rd of the members of the Committee. The presiding officer has to be part of every hearing and meeting. However, this shall not be a pre-requisite for the quorum of an adjourned meeting. In case any member of the Committee is a Complainant / Respondent / Witness, he/ she shall abstain from participating in the proceedings and shall not be a part of the required quorum.

In such an event, the Company shall nominate another suitable person in place of such member.

8. Changes in the constitution of the Committee, whenever necessary, shall be made as expeditiously as possible and in any case within 30 days of the date of vacancy of office by one of the members.

## **VII. AMENDMENTS & REVIEW PERIODICITY**

The policy shall be reviewed every year. However, it shall be reviewed earlier by the committee if need arises for the same and / or under special circumstances, for example a change in law.

The Policy may be amended from time to time with the consent of the CMD or Board of Directors.

## **VIII. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:**

Five Star is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

### **A. Informal Resolution Options**

When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the Complaints Committee for redressal of her grievances. The Complaints Committee will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

### **B. Complaints:**

1. Any employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Internal Committee. The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose her name, department, division and location she is working in, to enable the

Presiding Officer to contact her and take the matter forward.

2. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, she/he will record this finding with reasons and communicate the same to the complainant.
3. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, she/he will proceed to investigate the allegation with the assistance of the Complaints Committee.
4. Where such conduct on the part of the accused amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
5. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the CMD as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The CMD will ensure corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.  
Corrective action may include any of the following:
  - a. Formal apology
  - b. Counseling
  - c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
  - d. Change of work assignment / transfer for either the perpetrator or the victim.
  - e. Suspension or termination of services of the employee found guilty of the offence
6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

#### **IX. CONFIDENTIALITY:**

Five Star understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

#### **X. ACCESS TO REPORTS AND DOCUMENTS:**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

## **XI. PROTECTION TO COMPLAINANT / VICTIM:**

Five Star is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

## **XII. CONCLUSION:**

In conclusion, Five Star reiterates its commitment to providing its women employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.