

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

1. OBJECTIVE

To promote a professional learning and working environment in which all persons are treated with dignity and respect.

2. APPLICABILITY

This policy applies to the management of Rubfila International Ltd (the Company), employees & support, as well as to others who are directly or indirectly associated with the Company.

3. POLICY STATEMENT

It is the policy of Company that no employee of the Company may sexually harass any other member of the community, within or outside the workplace. Toward this end, all members of the Company community (including the management & staff) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy.

4. PURPOSE

Every employee of Company should be able to enjoy a work environment free of any form of harassment including sexual intimidation and exploitation.

5. PHILOSOPHY

COMPANY is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the company, and this policy is not intended to stifle freedom of expression generally, nor will it be permitted to do so. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the Company, its tradition of intellectual freedom and the trust placed in its members. Where sexual harassment is found to have occurred, COMPANY will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

6. BEHAVIOURS CONSTITUTING SEXUAL HARASSMENT

The following is a partial list of behaviours that constitute sexual harassment:

- a) Unwelcome sexual advances or repeated flirtations, whether or not they involve physical touching.
- b) Offering employment benefits in return for sexual favours.
- c) Making or threatening reprisals after negative responses to sexual advances.
- d) Unwelcome whistling, staring, or leering at another person.
- e) Verbal conduct making or using derogatory comments, epithets, and/or slurs.
- f) Unwelcome sexual jokes.
- g) Unwelcome intentional touching of another person or other unwanted intentional physical contact including patting, pinching or brushing against another persons body, assault, or coerced acts.

- h) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; and/or suggestive or obscene letters, notes, or invitations.
- i) Displaying sexually suggestive objects, pictures, cartoons.
- j) Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender or sexual orientation including: jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, and/or blocking of physical movement.

7. DISCIPLINARY ACTION

Any employee will be subject to disciplinary action for violation of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- c. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment, or living environment. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. In some cases, sexual harassment may be subject to prosecution under criminal law. The sanctions for sexual harassment by employees may include the full range of disciplinary actions up to and including termination of employment or expulsion from the Company.

In order to look into such issues, a committee comprising of the following members will investigate & decide on the disciplinary actions to be initiated.

1. Mrs.Narayani. R (Executive - Marketing) – Presiding Officer
2. Mr.Hareesh T (Manager – HR & Admin) – Member
3. Mrs.Aiswarya A (HR Assistant) – Member
4. Mrs.Chitra R – Member
