

CLASSIC LEASING & FINANCE LIMITED

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POLICY AGAINST SEXUAL HARASSMENT AT WORKPLACE
CLASSIC LEASING & FINANCE LIMITED

OBJECTIVE

One of the main obstacles to understanding the true prevalence of sexual harassment and to combating the problem is the low incidence of reporting.

It is well known that even in countries in which sexual harassment is a legally-recognized problem; most victims do not speak out. Research indicates that there are three main reasons why women do not report sexual harassment. The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or Gender based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Women often believe that no one will do anything about the problem. If women are harassed in an organization and the leadership of the organization does not speak out against that harassment, does not institute procedures for reporting harassment, or does not act quickly on reports of harassment, most victims will be discouraged from acting.

Sexual harassment is a form of sexual violence. It generally has three major characteristics:

The behavior is unwanted and unwelcome,

The behavior is sexual or related to the sex of the person,

The behavior occurs where one person has more formal power or authority than the other (like a teacher or a boss) or more informal power (like an older student or co-worker).

Sexual harassment is any behaviour, comment, gesture or contact of a sexual nature that could be considered objectionable or offensive. It can embarrass or hurt. It is a form of discrimination that often starts with subtle comments or actions and may escalate to sexual assault. It can be an isolated incident or be many incidents over a period of time. It can affect a person's job performance, self-esteem and sense of safety. It can also cause emotional and health issues, victims report feeling nervous, afraid, irritable, frustrated and powerless. Most victims are afraid of the consequence of reporting sexual harassment. They may fear retaliation, being ridiculed or intimidated, receiving failing grades, losing friends, or even losing their job.

On 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

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Victims of sexual harassment in the workplace know only too well the embarrassment and misery that this issue can bring. A once harmonious workplace can be turned into a hostile environment due to inappropriate and intimidating behaviour. Sexual harassment can happen to both men and women and can appear as physical, verbal and non verbal harassment. This type of behaviour should never be tolerated and there are guidelines for stopping and reporting sexual harassment in the workplace.

Classic Leasing & Finance Ltd. has pledged to effectuate and provide safe, healthy and kindred, Companionable as well as safe and healthy ambience and airspace irrespective of gender, caste, creed or social class of the employees. Classic Leasing & Finance Ltd in its attempt to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential. Sexual harassment is against the law, no matter where it occurs. Sexual harassment in the workplace can be a tricky issue to deal with but there are guidelines set out that employers must adhere to.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct, Classic Leasing and Finance Ltd has taken up various measures and adopted the policy.

ACTION TAKEN AGAINST SEXUAL HARRASMENT

There are certain steps that have been taken before reporting sexual harassment. The initial step would be to ask the individual who is using inappropriate behaviour to stop. Many people are not even aware that their behaviour is offensive to others and drawing the matter to their attention may be enough to stop it. Victims of harassment can feel uneasy in confronting the perpetrator directly. Quietly talking the matter over with other close work colleagues may be a way to ensure this is the right thing to do.

MAKING A COMPLAINT OVER SEXUAL HARASSMENT

If sexual harassment does not stop after it has been made clear that the behaviour is unwelcome then there may be no alternative but to inform the Management of the company. By law, the management of the company is required to keep their staff safe from this type of harassment. The complaint should be made verbally to the management as well as in writing. A copy of the



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written complaint should always be kept by the victim. If any member of the management is using inappropriate behaviour then a higher member of the management should be informed.

GUIDELINES

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution

REPORTING OF SEXUAL HARASSMENT COMPLAINTS

Any aggrieved person who feels postulate that he/ she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organization or vendor by way of any action or words should immediately report or complain the incident to the Management of the company as soon as possible from the date of occurrence of the said incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behaviour.

MAINTAINENCE OF CONFIDENTIALITY AFFIRMATION AGAINST RETRIBUTION

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. The Employee should share the information with all employees with regard to the filing, redresses and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent. This policy endeavor to encourage all employees to demonstrate freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retribution against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy.

