

## PREVENTION OF SEXUAL HARRASSMENT

### 1. INTRODUCTION

#### Objective

The Company is committed to create a healthy and safe workplace for all its Employees where they can work without fear of prejudice, gender bias or sexual harassment. The Company has zero tolerance for harassment, intimidation or humiliation of any kind in the workplace.

#### Scope

The Policy is in line with the laws and rules specified in the Prevention of Sexual Harassment at the Workplace Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and draws upon the definitions as prescribed in the Act. This Policy is applicable to all Employees of the Company. All actions prohibited by this Policy are also applicable to all individuals who are on the Company's premises or any other property where the Company conducts its business. This would include any action prohibited by the Policy at any place visited by an Employee arising out of or during the course of employment including transportation.

#### Policy and Definitions

No Employee shall be subject to sexual harassment at workplace. In the event of an incident involving sexual harassment, the Company provides for a complaint and redressal procedure as laid down in this Policy to prevent, investigate and punish acts or behavior purporting to sexual harassment.

**'Employee'** for the purpose of this Policy shall mean all Employees employed by the Company whether in the capacity of an employee, probationer, trainee, or fixed term staff, for any work on regular, temporary, ad hoc or daily wage basis either directly or through an agent, including a contractor, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the term of employment are express or implied and includes a co-worker, a contract worker.

**'Sexual harassment'** would mean and include any one or more of the following unwelcoming acts or behavior (whether directly or by implication) namely:

The above act(s)/behavior might occur as a single incident or a series of incidents and may manifest in forms including the following:

- Unwelcome sexual advances, demand or requests for sexual favors, and / or verbal or physical conduct of a sexual nature either explicit or implicit;
- When unwelcome sexual advances are made through loaded comments, remarks or jokes, letters, phone calls, SMS or through E- mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
- Forcible physical contact and advances or molestation;
- Eve teasing, innuendos and taunts, physical confinement against one's will and any other act likely to intrude upon one's privacy.

Following circumstances if occur or present in relation with any act or behavior of sexual harassment directed at an Employee may also amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment on employment;
- Implied or explicit threat about his/her present or future employment status;
- Interference with work or creating an intimidating or offensive or hostile work environment;
- Humiliating treatment likely to affect his/her health or safety.

**“Workplace”** includes any of Company’s premises or any other place/property where Company conducts its business. It would also include any place visited by an Employee arising out of or during the course of employment, including transportation provided by the Company for undertaking a journey.

### **Your responsibilities**

Every Employee of the Company shall be responsible for:

- Reading, understanding and complying with the Policy provided at the time of induction and as amended from time to time;
- Completing all required training(s) related to this Policy in a timely manner;
- Reporting any instances, known or suspected of sexual harassment to the appropriate authority as soon as possible; and
- Seeking advice from Internal Committee when unsure of how to proceed.

### **Obligations of the Company**

The Company shall be responsible for:

- Conducting regular workshops and/or trainings for all the employees to spread awareness of the provisions of the Policy;
- Ensuring that all the employees have been furnished a copy of the Policy at the time of induction and all employees have read the Policy. Furthermore, any amendment in the Policy will be communicated to the employees from time to time;
- Provide assistance to the Employee if he/she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- Display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the Internal Committee.
- Forming an Internal Committee at each of its offices as per the provisions of the Act and ensuring that all Employees are aware of the Internal Committee and contact information for the members of the Internal Committee;
- Ensuring the independence and autonomy of the Internal Committee;
- Providing assistance to the Internal Committee as required, for instance providing facilities for conducting meetings and facilitating attendance of the parties and witnesses;
- Implementing the recommendations/directions of the Internal Committee; and
- Monitoring the timely submission of reports by the Internal Committee.

Refer **Annexure 1** for timelines to be adhered by the Internal Committee and Employer.

## **2. INTERNAL COMMITTEE (“IC”) FOR COMPLAINT REDRESSAL**

An Internal Committee has been constituted by the Company to consider and redress all cases of sexual harassment escalated by any employee of the Company to prevent and deal with sexual harassment and to otherwise implement the policy. The names of members of the committee appointed from time to time shall be displayed at any conspicuous place in the workplace for the information of the Employees along with their contact information, email, designation and role in the committee. The current constitution of the IC is set out in **Annexure 2**.

The IC may be reconstituted at the discretion of the management, if the context of the Complaint so requires and in accordance with applicable law. The current requirements prescribe the structure of the IC as stated in **Annexure 3**.

### **3. GRIEVANCE PROCEDURE**

#### **Procedure for lodging a complaint**

Where a Complaint cannot be made in writing by the Complainant, the Presiding Officer or members of the Internal Committee shall extend all reasonable assistance to the Complainant to make the Complaint in writing. Where the Complainant is unable to make a Complaint on account of his/her physical incapacity, a Complaint may be filed by:

- (a) his/her relative or friend; or
- (b) his/her co-worker; or
- (c) an officer of the National Commission for the Women or State Women's Commission; or
- (d) any person who has knowledge of the incident who has written consent of the aggrieved women.

Further, where the Complainant is unable to make a Complaint on account of his/her mental incapacity, a Complaint may be filed by:

- (a) his/her relative; or
- (b) a special educator; or
- (c) a qualified psychiatrist or physiologist; or
- (c) guardian or authority under whose care he/she is receiving treatment or care; or
- (d) any person who has knowledge of the incident jointly with the above mentioned individuals.

The Complainant shall provide supporting documents, names and addresses of witnesses along with the Complaint and will be afforded strictest confidentiality by the IC at all times. The IC shall provide a copy of Complaint to the counter party within seven (7) working days of receipt of Complaint. The counter party shall submit their reply within ten (10) working days to file a reply along with a list of documents, name and address of witnesses.

The written Complaint should be in the format as set out in **Annexure 4**.

#### **Conciliation Process**

The IC may, before initiating inquiry, at the request of the Complainant, take steps to settle the matter through a conciliation process, which shall be completed within a period of one month

from the date of the receipt of the Complaint. Any and all settlements shall be recorded in writing by the IC. However, no monetary settlement shall be made as a basis for conciliation.

Where no settlement has been reached, or if the Complainant informs the IC that settlement arrived at as a result of such conciliation has not been complied with by the Counter Party, the IC shall proceed to conduct the inquiry no later than 3 (three) days from the date of failure of conciliation process or non-compliance by the Counter Party of the settlement arrived at by the conciliation process, as the case may be, as per the procedure prescribed below.

### **Interim reliefs**

At the request of the complainant, the IC or the Local Committee (as the case maybe) may recommend to the employer to provide interim measures such as:

- transfer of the aggrieved employee or the Counter Party to any other workplace;
- granting leave to the aggrieved Employee up to a period of 3 months in addition to her regular statutory/ contractual leave entitlement;
- restrain the Counter Party from reporting on the work performance of the aggrieved Employee or writing his/her confidential report, which duties may be transferred to other Employees;
- Preventing the respondent from assessing Complainant's work performance; and
- Granting such other relief as may be appropriate.

Once the recommendations of interim relief are implemented, the Employer shall inform the IC regarding the same.

### **Procedure for inquiry**

As stated in **Annexure 5**.

### **Findings and Recommendations**

If the IC arrives at the conclusion that the allegations against the Counter Party have been proved, it shall recommend to the Management to take such action as may be appropriate for misconduct as per Company Policies. Such actions may include one or more of the following:

- Written apologies
- Warnings
- Reprimands or censure
- Withholding of promotions
- Withholding of pay increments
- Termination of employment
- Any other penalty as per the Act

The Act also envisages payment of compensation to the aggrieved Employee. The compensation payable shall be determined based on Section 15 of the Prevention of Workplace Sexual Harassment Act:

- the mental trauma, pain, suffering and emotional distress caused to the aggrieved Employee;
- the loss in career opportunity due to the incident of sexual harassment;
- medical expenses incurred by the victim for physical/ psychiatric treatment;

- the income and status of the alleged perpetrator; and
- feasibility of such payment in lump sum or in installments.

In the event when the counterparty fails to pay the aforesaid sum, IC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

In the event that the IC concludes that the Complaint was false, frivolous or malicious in nature, it shall make appropriate recommendations to the Management for actions against the Complainant, as deemed necessary. However, mere inability to substantiate a Complaint or provide adequate proof will not attract any action and further inquiries shall be conducted before any action is recommended against the Complainant.

### **Appeals and Alternate Legal Remedies**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within 90 days of the recommendations being communicated. Nothing in this Policy shall prevent the Complainant or the counter party from pursuing legal remedies or resolution through Government agencies or the courts of law of the country. In the event that the Complainant decides to pursue personal action against the Counter Party, the Company shall provide all assistance and cooperation in any investigation by the relevant law enforcement agencies.

### **Confidentiality**

- The Company shall make every reasonable effort to maintain the confidentiality of all parties involved in any proceeding under this Policy. Specifically, content of the Complaint made, identity and addresses of the Complainant, counter party and witnesses, information pertaining to enquiry proceedings, recommendations to IC and action taken shall not be published, communicated or made known to public, press or media in any manner.
- In case clarification is required for dissemination or use of any such information, appropriate legal guidance should be obtained from the Company's legal advisors.

## PREVENTION OF SEXUAL HARASSMENT

### Annexure 1- Timelines for IC and Employer

| Activities                                                                           | Timelines                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission of the Complaint                                                          | Within 3 months of the last incident. Can be extended by IC for a period not exceeding 3 months, if there are satisfactory circumstances which prevented the Complainant from filing the Complaint within the said period. <b>(3 months)</b>                             |
| Notice to the Counter Party                                                          | The IC shall provide a copy of the Complaint to the Counter Party within seven (7) working days of the receipt of the Complaint. <b>(7 working days)</b>                                                                                                                 |
| Reply of the Counter Party                                                           | The Counter Party shall file its reply along with list of documents, names and addresses of witnesses no later than ten (10) working days to file a reply along with a list of documents, names and addresses of witnesses. <b>(10 working days)</b>                     |
| Completion of inquiry                                                                | Inquiry shall be completed, and the report of the IC submitted within a period of 90 days from the date of the Complaint. <b>(Conciliation process – 30 days, or conduct inquiry within 3 days)</b>                                                                      |
| Submission of report by the IC to employer                                           | The IC shall complete the inquiry and make a report of its findings on the Complaint and its recommendations to the senior management of the Company ("Management") within a period of ten (10) days from the conclusion of the inquiry.                                 |
| Implementation of recommendations                                                    | The Management shall act upon the recommendation of the IC no later than sixty (60) days of the receipt of IC's report. <b>(60 days)</b>                                                                                                                                 |
| Appeal                                                                               | Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within 90 days of the recommendations being communicated. <b>(90 days)</b> |
| IC to submit number of sexual harassment cases filed and disposed of during the year | Annually, in the annual report <b>(Annually)</b>                                                                                                                                                                                                                         |

## Annexure 2- Composition of IC

**Locations :** Chennai, Delhi, Jodhpur, Barmer & Jaisalmer districts, Ramanathapuram – CGD, Kanchipuram – CGD, Alapuzzha, Kollam & Thiruvananthapuram – City Gas, Anantpur/YSR – City Gas, Chittoor, Kolar & Vellore -City Gas, Nellore – City Gas, Bagalkot, Kopal & Raichur – City Gas, Chikkmagaluru, Hassan & Kodagu – City Gas, Kalaburagi and Vijayapura – City Gas, Mysuru, Mandya & Chamarajnagar – City Gas, Uttara Kannada, Haveri & Shivamogga – City Gas

**Locations:** Begusarai District, Bhopal & Rajgarh Districts, Shivpuri District, Ludhiana District, Barnala & Moga Districts, Jalandhar District, Kapurthala & SBS Nagar Districts, Kangra and Chamba District

The Internal Committee shall comprise of at least four members including:

- **Presiding Officer:** Shall be a women employee of THINK Gas at senior level;
- Minimum two members who shall be the employees of the THINK Gas preferably with experience in social work or have legal knowledge;
- One member from amongst the NGOs or associations committed to the cause of women or a person familiar with the issues related to sexual harrasments.

Provided that atleast one half of the total members so nominated shall be women.

*Note: - Alternatively, complaints can be raised to the below mentioned Internal Committee members.*

### For the following Companies:

(i). Think Gas Private Limited (formerly known as “AGP CGD India Private Limited”), (ii) AGP City Gas Private Limited

| S. No. | Name                | Designation       | Email address                                                                  |
|--------|---------------------|-------------------|--------------------------------------------------------------------------------|
| 1.     | Ms. Neeru Bhalla    | Presiding officer | <a href="mailto:neeru.bhalla@think-gas.com">neeru.bhalla@think-gas.com</a>     |
| 2.     | Ms. M. Bhuvaneswari | Member            | <a href="mailto:m.bhuvaneswari@think-gas.com">m.bhuvaneswari@think-gas.com</a> |
| 3.     | Mr. Susheel Jad     | Member            | <a href="mailto:susheel.jad@think-gas.com">susheel.jad@think-gas.com</a>       |
| 4.     | Mr. Manoj Kapoor    | Member            | <a href="mailto:manoj.kapoor@think-gas.com">manoj.kapoor@think-gas.com</a>     |
| 5.     | Ms. Talish Ray      | External member   | <a href="mailto:talishray@gmail.com">talishray@gmail.com</a>                   |

### For the following companies:

(i). Think Gas Distribution Private Limited, (ii). Think Gas Begusarai Private Limited, (iii). Think Gas Bhopal Private Limited, (iv). Think Gas Ludhiana Private Limited, (v). Think Gas Himachal Private Limited, (vi). Think Gas Bagpat Private Limited (formerly known as “Bagpat Green Energy Private Limited”), (vii). Think LNG Investments Private Limited

| S. No. | Name                     | Designation       | Email address                                                                              |
|--------|--------------------------|-------------------|--------------------------------------------------------------------------------------------|
| 1.     | Ms. Neeru Bhalla         | Presiding officer | <a href="mailto:neeru.bhalla@think-gas.com">neeru.bhalla@think-gas.com</a>                 |
| 2.     | Ms. Swastika Chakraborty | Member            | <a href="mailto:Swastika.Chakraborty@think-gas.com">Swastika.Chakraborty@think-gas.com</a> |
| 3.     | Mr. Susheel Jad          | Member            | <a href="mailto:susheel.jad@think-gas.com">susheel.jad@think-gas.com</a>                   |
| 4.     | Mr. Manoj Kapoor         | Member            | <a href="mailto:manoj.kapoor@think-gas.com">manoj.kapoor@think-gas.com</a>                 |

|    |                |                 |                                                              |
|----|----------------|-----------------|--------------------------------------------------------------|
| 5. | Ms. Talish Ray | External member | <a href="mailto:talishray@gmail.com">talishray@gmail.com</a> |
|----|----------------|-----------------|--------------------------------------------------------------|

### Annexure 3- Structure of IC

| Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• The Presiding Officer shall be a woman employed at a senior level. In case a senior level female Employee is not available, a senior level woman employee nominated from other offices or administrative units of the Company. In case the other office or administrative units of the Company do not have a senior level female Employee, senior level of Employees of any associated entity of the firm - which would mean and include related Company, associated Company, subsidiary, sub-licensees of the members companies etc.</li> <li>• Not less than two members from amongst the Employees preferably committed to cause of the women, or who have had experience in the social work or have legal knowledge;</li> <li>• One member from amongst Non-Governmental Organization or associations committed to the cause of the women, or a person familiar with the issues relating to sexual harassment.</li> <li>• At least one half of the total members so nominated shall be women;</li> <li>• The term of the IC members shall not exceed 3 years.</li> </ul> |

## Annexure 4- Form of Complaint

Name, designation & address of the Complainant(s): .....

Name, designation & address of the Counter Party(ies): .....

Reporting Structure between the Complainant and the Counter Party:  
.....

Complaint: .....

(Explain in detail)

Any Witness (Name and Address): .....

Any supporting document or material: .....

Relief sought: .....

Time: Date: Signature: .....

## Annexure 5- Procedure

| Procedure of Inquiry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Where no conciliation requested by the Complainant or if any settlement/conciliation has been unsuccessful, the IC shall, within a period of 3 (three) days of the receipt of the Complainant conclusion of the conciliation process, proceed to conduct an inquiry into the allegations of sexual harassment, in accordance with the procedure prescribed.</li> <li>• The IC shall conduct the inquiry in accordance with principles of natural justice.</li> <li>• It will broadly be governed by the following principles in conducting its proceedings:</li> <li>• The IC shall give every reasonable opportunity to the Complainant and the Counter Party for putting forward and defending their respective cases.</li> <li>• Both the Complainant and the Counter Party shall have the right to submit supporting evidence and shall have the right to bring their respective witnesses, if any, to be examined by the IC.</li> <li>• If the Complainant or the Counter Party fails, without sufficient cause, to be present before the IC for 3 consecutive hearings, the IC shall give a notice of 15 days to the concerned party before terminating the inquiry proceedings or issue an <i>ex- parte</i> decision.</li> <li>• The Complainant, the Counter Party or any other persons that the IC interacts with for the purpose of investigating the allegations contained in the Complaint, shall be bound by strict confidentiality.</li> <li>• The IC shall record and maintain records/summaries of all its proceedings.</li> <li>• In the event either Party is desirous of submitting a statement in writing, such statements shall be endorsed by the said party for authenticity thereof and submitted to the IC.</li> <li>• Inquiry shall be completed, and the report of the IC submitted within a period of 90 days from the date of the Complaint.</li> <li>• The IC shall complete the inquiry and make a report of its findings on the Complaint and its recommendations to the senior management of the Company ("Management") within a period of 10 days from the conclusion of the inquiry.</li> <li>• This report shall include recommendations for penalties and the reasons for such recommendations. The Management shall consider the recommendations and findings of the IC and decide on the course of action to be taken. The Management shall provide all necessary assistance to the IC for the purpose of ensuring full, effective and speedy investigations of complaints of sexual harassment at workplace in accordance with the Policy.</li> </ul> |