

	<b>Prevention of Sexual Harassment (POSH) of women at workplace</b>	
	<b>Department: Human Resources</b>	<b>Effective from: January 01, 2020</b>
	<b>Applicability: All Employee</b>	<b>Cancels issue: NIL</b>

**Objective:**

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**I. Scope:**

Applies to all current employees of UCB, External and full-time contractors/consultants.

<b>Purpose</b>	To ensure a secure, congenial, and nurturing workplace, which is free of all forms of sexual harassment against women employees and where they are treated with dignity and fairness.	
<b>Value proposition</b>	<ul style="list-style-type: none"> <li>• Prevention of sexual harassment against employees</li> <li>• Redressal of grievances pertaining to sexual harassments against employees</li> <li>• Reporting of such cases as mandated by local laws</li> </ul>	
<b>Scope of Activities</b>	<ul style="list-style-type: none"> <li>• To treat all complaints with strict and utmost confidence and seriousness and duly investigate the matter</li> <li>• To ensure fair, just and speedy investigation</li> <li>• All parties concerned to be questioned separately and all attempts to be made to establish the true facts</li> <li>• The committee, at the request of the aggrieved employee, before initiating enquiry, shall take all the necessary steps to settle the matter by conciliation. If such conciliation is arrived at, the ICC shall provide copies of the recorded settlement to the aggrieved employee and the respondent and no further enquiry shall be conducted in the matter.</li> <li>• Inform the outcome of the investigation with the relevant stakeholders</li> <li>• Where the harassment at the workplace occurs as a result of an act or omission by any third party or outsider, the committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action</li> </ul>	
<b>Key Deliverables</b>	<b>Chairman</b>	Country Representative
<ul style="list-style-type: none"> <li>• Appropriate grievance handling and communication</li> <li>• All the enquiries should be completed within a period of 90 days and reported to Country Representative</li> </ul>	<b>Members</b>	<ul style="list-style-type: none"> <li>• Director</li> <li>• External Member from Non-Profit Org</li> <li>• Others, to be updated from time to time</li> </ul>

**For, UCB INDIA PRIVATE LIMITED**

*V. Anandkumar*



**Authorized Signatory**

**Date: 1<sup>st</sup> Jan 2020**

**Place: Thane**