

### PURPOSE

At Tata Consumer Products, TCPL (formerly known as Tata Global Beverages Limited), we are committed to provide a productive and fulfilling work environment. The spirit of mutual trust and respect and an environment free from sexual harassment is central to this policy. TCPL is committed to protect the dignity and respect of every individual. At Tata Consumer, we have zero tolerance for sexual harassment at the workplace.

### TCPL's POSH (Prevention of Sexual Harassment) POLICY PROVIDES:

- Every employee, the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices w.r.t. sexual harassment.
- An effective procedure for addressing complaints and treating them, in a sensitive, fair and confidential manner.
- Protection from any victimization or reprisals
- Promotion of appropriate standards of behavior as always.

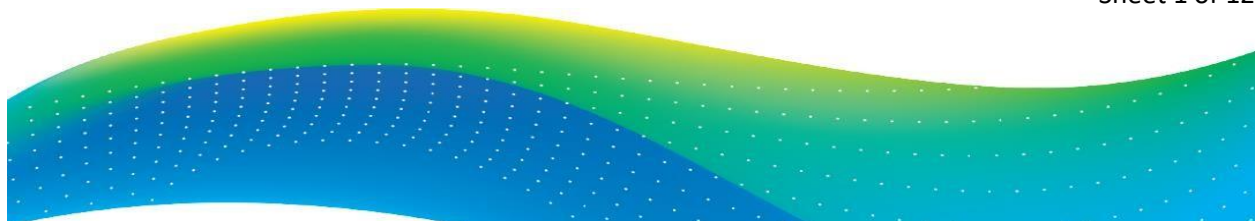
The POSH (Prevention of Sexual Harassment) policy supports Clauses 4, 5, 6 and 7 under Section D (Our Employees) of the TCoC (Tata Code of Conduct) and is articulated in accordance with the – The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Govt. of India. This policy is applicable to Tata Consumer Products Ltd.

### COVERAGE/SCOPE OF POSH POLICY AT TCPL

**EMPLOYEE:** A person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name - every employee of the Company – permanent, temporary, on training and on contract.

**EMPLOYER:** Any person (in the context of the private sector responsible for management, supervision and control of the workplace and the person discharging contractual obligations with respect to his or her employees

**WORKPLACE:** This definition extends to any place visited by the employee arising out of, or during employment and includes transportation provided by the employer for undertaking such journey.



## 02 – POSH Redressal system; Committee; Structure; Inquiry Process; Disciplinary Action; Report and Appeal

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### DEFINING SEXUAL HARASSMENT:

Sexual harassment includes any one or more of the following unwelcome acts or behavior –

- physical contact and advances
- demand or request for sexual favors
- making sexually colored remarks
- showing pornography
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, among the other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment.

- implied or explicit promise of preferential treatment in employment.
- or implied or explicit threat of detrimental treatment in employment.
- or implied or explicit threat about present or future employment status.
- or which interferes with the work.
- or creates an intimidating or offensive or hostile work environment.
- or humiliating treatment likely to affect the health or safety.

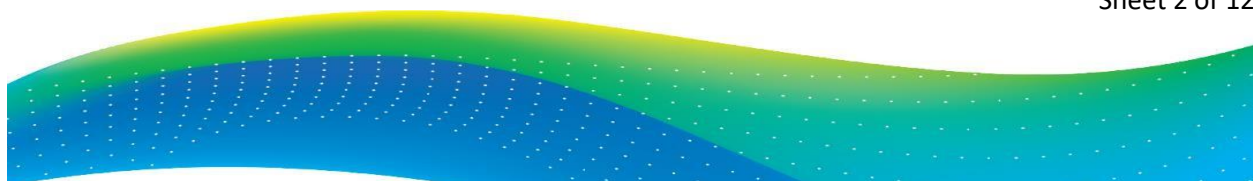
### OTHER BROAD DEFINITIONS:

- **COMPLAINANT:** The person reporting a sexual harassment incident
- **AGGRIEVED PERSON:** In relation to a workplace as any person, whether employed or not, who alleges to have been subjected to an act of sexual harassment by the respondent. This would imply that the term extends to people who may be visitors or guests at the workplace.
- **ALLEGED HARASSER / RESPONDENT:** The person who is alleged or reported to have committed an act of sexual harassment
- **ICC(S):** Internal Complaints Committees
- **LICC:** Location Internal Complaints Committee
- **CICC:** Corporate Internal Complaints Committee

### POSH COMMITTEE:

TCPL India has set up Internal Complaints Committees (ICC(s)) to redress complaints on sexual harassment. Each ICC will comprise of: -

- A senior lady employee as the presiding officer.
- The other 3 members will be one female member, one male member and an NGO representative familiar with the issue of sexual harassment.
- The term of the ICC members will not be more than 3 years.



## **02 – POSH Redressal system; Committee; Structure; Inquiry Process; Disciplinary Action; Report and Appeal**

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Tata Consumer India has 9 major locations - Mumbai, Bangalore, New Delhi, Gurgaon, Kolkata, Guwahati, Kochi, Sri City & Munnar. Each location has its own Location ICC (LICC) where all complaints are to be addressed. Tata Consumer also has a Corporate Internal Complaints Committee (CICC). The Chief Ethics Counsellor will be part of the CICC.

### **COMPLAINTS PROCEDURE & TIME FRAME:**

Any aggrieved person who feels / is being sexually harassed may submit a signed written complaint of the alleged incident to any member of the LICC or CICC/ any ethics counsellor/ HOD/ Immediate superior. The complaint may also be raised on the Third-Party KPMG Helpline details of which are available on “POSH Policy – FAQs” document on The Source.

A signed written complaint of sexual harassment at the workplace can be made within three months from the date of the incident or within three months of the date of the last incident (in case of a series of incidents). If the complaint cannot be made in writing, the aggrieved person is to be provided reasonable assistance by the ICC(s) to make the complaint in writing. The period of three months may be extended by the ICC(s) if it is satisfied that circumstances prevented the person from filing a complaint within the said reasons, and the reasons for extension of the time-period must be stated in writing. The legal heir or representative of the aggrieved person may make a complaint in the event of the aggrieved person’s death or physical or mental incapacity.

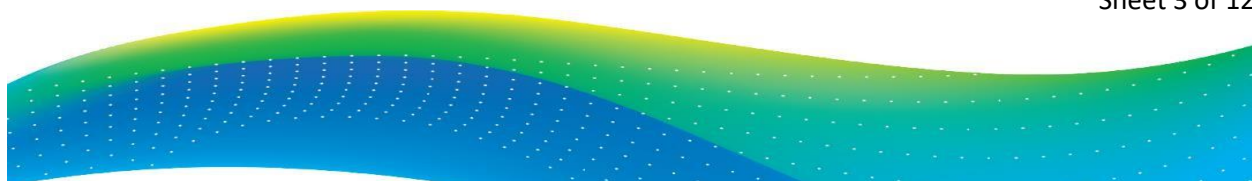
The ICC will submit the recommendation to the Chief Ethics Counsellor within sixty days of receipt of the complaint.

### **CONCILIATION:**

The CICC or LICC, may, before initiating an inquiry, and at the request of the aggrieved person take steps to settle the matter through conciliation. No monetary settlement can be made as a basis of conciliation. Where such a settlement is arrived at the CICC/LICC is required to record the settlement and forward it to the Chief Ethics Counsellor to take the action specified in the recommendation and send copies of the settlement to the aggrieved person and the respondent. On arrival at a settlement, no further inquiry is to be conducted in the matter by the CICC/LICC.

### **INQUIRY INTO COMPLAINT – INTERIM MEASURES:**

During the inquiry, if requested in writing by the aggrieved person, the CICC/LICC may recommend to the Chief Ethics Counsellor to transfer the aggrieved person or the respondent to any other workplace; grant leave to the aggrieved person up to three months; or grant such other relief to the aggrieved person as may be prescribed. This leave granted to the aggrieved person is in addition to the leave the person is otherwise entitled to. The Chief Ethics Counsellor is required to implement these recommendations and send the report to the CICC/LICC.

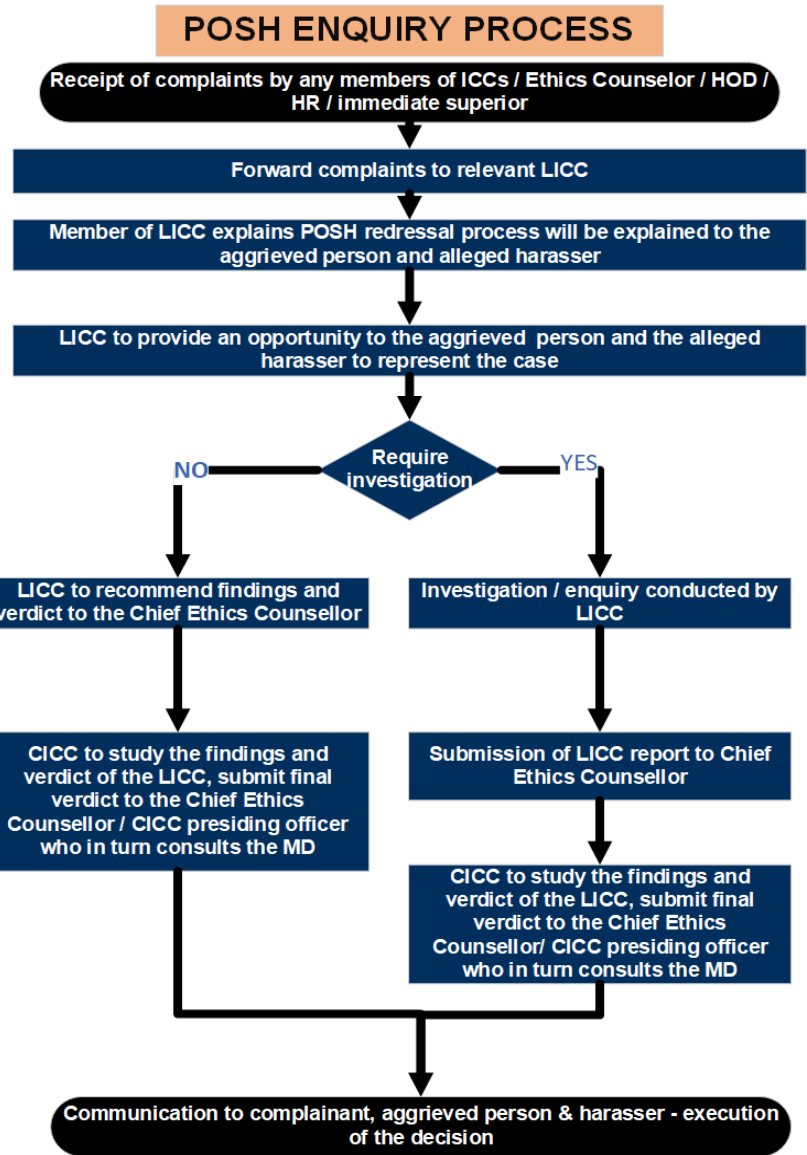


## 02 – POSH Redressal system; Committee; Structure; Inquiry Process; Disciplinary Action; Report and Appeal

### POSH ENQUIRY PROCESS:

Guidelines for the ICC(s):

- Receive and acknowledge the complaint
- Suspend premature judgment till all facts have emerged
- Test of Public Scrutiny
- Comfort of the Complainant – In case the complainant is not comfortable having a particular member in the LICC or CICC the person would be replaced by another member
- Uphold fairness & objectivity
- Afford equal opportunity to frame charges and defend oneself as applicable
- Uphold impartiality; maintain equality to both genders
- Avoid power play bias, as applicable
- To notify in writing the time and dates of the meetings to be held, to the complainant, victim, and the alleged harasser
- A copy of the statement of complaint to be given to the alleged harasser with reasonable time to study the same prior to appearing before the committee appointed for this purpose
- Safeguarding the confidentiality of the complainant & other persons involved during investigations, and after
- Enquiry to be conducted in a neutral location which provides an environment conducive for both the victim and alleged harasser
- Both the parties may be allowed to bring in a colleague for specific advice and support – at the discretion of the committee
- Appropriate recordings of each enquiry sitting, and observations shall be made by the committee members
- Implement corrective and preventive actions, based upon lessons learned and record the same.



## 02 – POSH Redressal system; Committee; Structure; Inquiry Process; Disciplinary Action; Report and Appeal

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Depending upon the nature of the complaint, the ICC(s) may decide that an enquiry be conducted /may not conduct an enquiry if examination of witnesses/documents is not necessary to arrive at a conclusion. In either case, the ICC(s) shall provide an opportunity to the victim as well as the alleged harasser to represent their position and provide their explanations.

In the event an enquiry is found to be necessary, the following procedure shall be adopted by the Committee: -

- An enquiry is initiated through the members of the LICC
- Discussions are conducted with the complainant, victim and alleged harasser as required
- Written record of all discussions is to be maintained by the LICC
- Inquiry findings are to be submitted to the Chief Ethics Counsellor by the LICC
- The Chief Ethics Counsellor will table the same to the CICC
- The CICC will study the findings and arrive at a recommendation and final verdict including disciplinary action to be taken /compensation
- The Chief Ethics Counsellor will implement the same after consulting with the Managing Director. The CICC presiding officer will be equally responsible to convey the decisions of the CICC to the MD
- The final decision shall be communicated to the aggrieved person and the alleged harasser and appropriate action will be taken if required by the Chief Ethics Counsellor.
- The Chief Ethics Counsellor will update the Tata Consumer Board Ethics Sub-Committee on a quarterly basis.

### VICTIMIZATION / RETALIATORY ACTION:

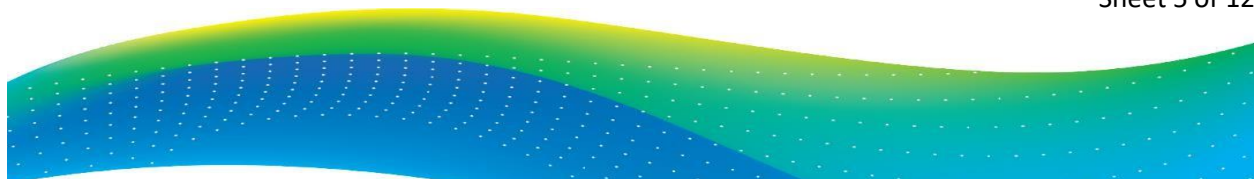
Every manager or supervisor must contact the LICC immediately upon receiving a complaint and must be alert to any possible retaliatory actions. The aggrieved person may directly communicate with the members of the Complaints Committee or any other superior officers, in case of any suspected retaliatory action. In case of any possibility of retaliatory action, the Complaints Committee must preferably transfer the alleged harasser or the victim to avoid victimization.

### REPORT:

The LICC is to complete the enquiry within 50 days of the receipt of the complaint and provide a report of its findings and verdict to the Chief Ethics Counsellor within ten days from the completion of the inquiry. If the LICC concludes that the allegation has been proved, and the CICC concurs with the LICC's findings it is then required to recommend to the MD.

The report is also to be made available to the concerned parties.

- to take action for sexual harassment as a misconduct in accordance with the applicable service rules, or as prescribed
- to deduct, from the salary or wages of the respondent (harasser) appropriate sum to be paid to the aggrieved person or to her legal heirs
- The Chief Ethics Counsellor must act upon the recommendation within thirty days of its receipt by him.



## 02 – POSH Redressal system; Committee; Structure; Inquiry Process; Disciplinary Action; Report and Appeal

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### **CONFIDENTIALITY DECLARATION:**

The Committee Members should sign a declaration stating that the confidentiality of the case as well as those involved will be maintained, while investigating as well as after a case. Such an action be also brought into the purview of all other persons involved in the case as the investigation progresses and case closure gets addressed.

### **DISCIPLINARY ACTION MAY INVOLVE:**

- A letter of warning that will be placed in the personal file of the harasser
- Immediate transfer or suspension without pay or both
- Stoppage of increment with or without cumulative effect
- Reduction in rank
- Termination/dismissal from the services of the Company
- Any other action that the Disciplinary Authority may deem fit
- Filing a Complaint before the relevant police station

### **DETERMINATION OF COMPENSATION:**

The factors to be considered in determining the sums to be paid to the aggrieved person: -

- the mental trauma, pain, suffering and emotional distress caused to the aggrieved person.
- the loss in the career opportunity due to the incident of sexual harassment.
- medical expenses incurred by the victim for physical or psychiatric treatment.
- the income and financial status of the respondent.
- feasibility of such payment in lump sum or in installments.

### **MALICIOUS COMPLAINTS: -**

If the CICC/LICC concludes that the complaint was malicious, it may recommend to the Chief Ethics Counsellor to take action against the complainant or the person who has made the complaint on behalf of the complainant in accordance with the service rules applicable to her or him or as may be prescribed. The malicious intent on the part of the complainant is to be established and a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant prescribed herein: The CICC/LICC can also recommend to the Chief Ethics Counsellor that action be taken against any witness who gave false evidence or produced any forged or misleading document.

### **APPEAL:**

Any person aggrieved by the recommendations of the CICC/LICC, may appeal to the court or tribunal constituted for this purpose. Such appeal is to be made within ninety days of the recommendations by the CICC / LICC.

## 03 - Responsibilities

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### **RESPONSIBILITY – CICC: -**

The responsibility of the CICC will be to oversee create and govern the POSH Policy of Tata Consumer. CICC will also be responsible to study the investigation findings and verdict of the LICC and recommend final recommendation and verdict to the Chief Ethics Counsellor. The CICC presiding officer will be equally responsible to convey the decisions of the CICC to the MD.

### **RESPONSIBILITY – LICC: -**

The responsibility of the LICC will be to deploy the POSH process, receive all complaints, and submit enquiry findings and verdict to the CICC. LICC is also responsible to recommend any changes/improvements to the policy to the CICC, as may be found appropriate from time to time.

### **EXPECTATION FROM EMPLOYEES: -**

Employees are encouraged to familiarize themselves with the key elements of the policy and should: -

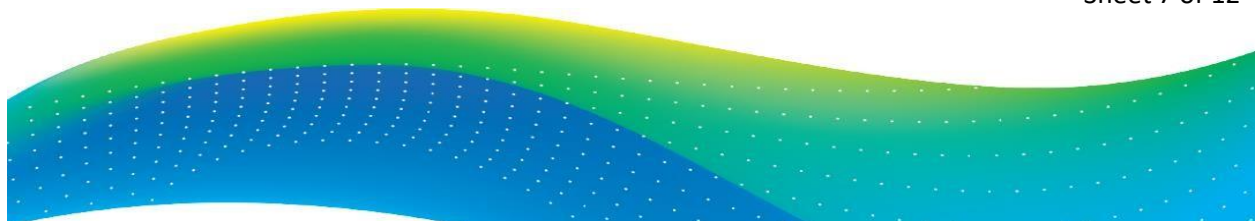
- Abstain from committing any acts which amount to sexual harassment at the workplace
- Report incidents of sexual harassment without fear or favor
- Create an environment of conduciveness for co-workers to work together without fear of harassment
- Get clarifications from HR / Ethics counsellors whenever in doubt

### **RESPONSIBILITY - HODs AND MANAGERS: -**

- Ensure the Tata Consumer POSH policy is communicated to all employees including new joiners
- Ensure that issues pertaining to sexual harassment are discussed periodically during the meetings. During such meetings, relevant details such as the brief outline of this Policy, the details of the members of the Complaints Committee shall also be discussed.

### **RESPONSIBILITY – CHIEF ETHICS COUNSELLOR: -**

- Ensure that this policy is communicated through appropriate through ICC(s), HR, LECs and HODs as appropriate
- Play an active role in CICC
- Ensure implementation of this policy in line with overall TCOC guidelines
- Ensure appropriate training is provided to members of the ICC(s) including training on gender sensitivities
- Responsibility to inform of the final decision of the CICC to the MD and implement the same
- Communicate to the Board Ethics committee on a quarterly basis and provide an annual report to the board. The Board of Directors shall include the no. of cases filed (if any), and their disposal in the annual report of Tata Consumer



## Annexure 1

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### PURPOSE

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The POSH policy supports the Tata Code of Conduct and is articulated in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Govt. of India. This policy is applicable to Tata Consumer India.

### SCOPE OF THE POLICY: -

**Employee:** A person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name Every employee of the Company – permanent, temporary, on training and on contract.

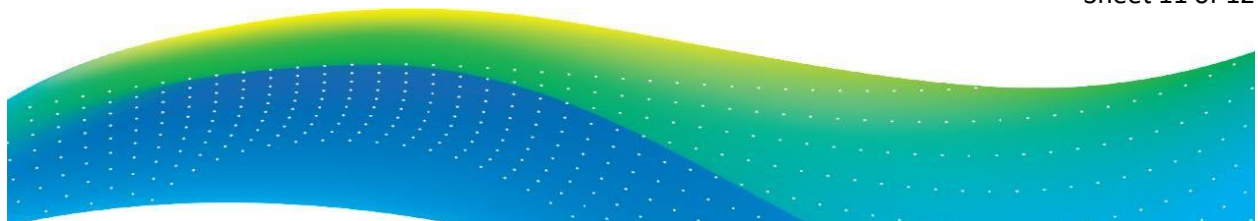
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### WHAT IS SEXUAL HARASSMENT: -

Sexual harassment includes any one or more of the following unwelcome acts or behavior:

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- a demand or request for sexual favors; or
- making sexually colored remarks; or
- showing pornography; or
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature





## Annexure 1

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- implied or explicit promise of preferential treatment in employment, or
- implied or explicit threat of detrimental treatment in employment; or
- implied or explicit threat about present or future employment status; or
- which interferes with the work or creates an intimidating or offensive or hostile work environment for her; or
- humiliating treatment likely to affect the health or safety.

### **WHOM TO CONTACT IN CASE OF AN INCIDENT OF SEXUAL HARASSMENT: -**

Any employee who feels / is sexually harassed may send a written complaint to the internal Complaints committee or contact the ethics counsellors or HODs.

### **INTERNAL COMPLAINTS COMMITTEES: -**

Tata Consumer at every major location has its own redress committee where investigations and preliminary redress is sought. This will be called as the Local internal Complaints Committee (LICC). Tata Consumer will also have the Corporate Internal Complaints Committee (CICC) where the Chief Ethics Counsellor will be part of the committee.

The CICC will comprise of 4 members – a Lady Presiding Officer, the Principal Ethics Officer, the Chief Ethics Counsellor and an NGO Member. Each LICC will comprise of 4 members - a Lady presiding officer, two members (one male and one female officer) and an NGO member.

