



RADICO KHAITAN LIMITED

Policy on Sexual Harassment.

Respect for others is one of the basic fundamental principles of conduct for all the employees of the Company. It is also one of the pre-requisites for a productive work environment in which all our employees can contribute at their highest level.

Sexual Harassment is an oppressive and disrespectful to any individual and victimize the individual . It can take a heavy toll on people, companies and industry. It can undermine morale, erode productivity and foster a hostile work environment for everyone in the workplace.

Radico's policy is to prohibit sexual harassment of any kind and from any person, be it a supervisor, co-worker, manager, supplier, customer or business associate. Any employee found to have engaged in sexual harassment, after an impartial investigation, will receive prompt disciplinary action, up to and including dismissal. If the harasser is a supplier or customer, appropriate action will be taken to end the harassment and prevent future occurrences.

Sexual harassment may be defined as unwelcome advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, pay revision, promotions or retention.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or business decisions affecting such individual, or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes the display in the workplace of sexually suggestive objects, signs, posters or pictures, lewd comments and sexual jokes or references.

What you should do in case you are facing sexual harassment?

If you are experiencing sexual harassment, it is important to keep in mind that you can take action to eliminate it.

At the first instance tell the harasser to stop. Although confronting the harasser may be difficult, you are encouraged to do so in a firm manner, irrespective of the rank and position of the harasser.

If there is a physical harassment, firmly separate yourself and let it be known in clear words that you are offended by such actions.

If you do not feel comfortable confronting the harasser, or if the harassment continues even after your resistance, take it up with Human Resources, the person you report to, or a higher level manager whom you trust.

All complaints of sexual harassment will be investigated promptly and impartially by a team formed by H R which will include a female member .

The policy doesn't restrain the victimised person from taking any legal action against the individuals involved in the Harassment.

Each of us has a right to work in an environment of dignity and respect. It is our collective responsibility to preserve this environment and respect each other as Individuals irrespective of the gender we are.

KULBIR CHAUDHRY
Sr VP Human Resources