



Rashtriya Chemicals & Fertilizers Ltd.

Policy on Zero Tolerance to Sexual Harassment at Workplace

Scope: This policy shall apply to all Persons employed at workplace for any work of regular, temporary, voluntary nature and also to Apprentices and Trainees.

Objective: The Company firmly believes that every employee has the right to work in a safe environment free from sexual harassment. The policy is designed to create awareness amongst its employees about sexual harassment, its outcome & implication and provide formal and informal mechanism for Redressal of complaints.

Policy: 'Sexual Harassment in any form will not be permitted or tolerated or condoned by the company. Use of company's property including e-mail, bulletin boards or any document as a vehicle for harassment is prohibited'.

Meaning – Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i) physical contact & advances; or
- ii) a demand or request for sexual favours; or
- iii) making sexually coloured remarks; or
- iv) showing pornography; or
- v) any other unwelcome, physical, verbal or non-verbal conduct of sexual nature.

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

- i) implied or explicit promise of preferential treatment in her employment; or
- ii) implied or explicit threat of detrimental treatment in her employment; or
- iii) implied or explicit threat about her present or future employment status; or
- iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v) Humiliating treatment likely to affect her health or safety.

We, as a company, respect the dignity of all employees working for the company irrespective of their gender or hierarchy and expect responsible conduct and behaviour on part of all employees at all levels. The policy is in line with the 'Sexual Harassment at Workplace (Prevention, Prohibition & Redressal) Act 2013' and the Rules made thereunder.

Date: 9th March 2015

Signature: Sd/-

Place: Mumbai

Name: Shri R. G. Rajan

Designation: Chairman & Managing Director

Note : 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013' is displayed on RCF Intranet under HR department in 'RCF WIPS Cell'.

RCF Prevention of Sexual Harassment (POSH) Committee is in place. Chairperson of the Committee is Dr. Ms. Vinita Rao, AGM (Medical). Complaints if any, can be filed to the Conveyer of POSH Committee Ms. Nanda N. Kulkarni, Chief Manager (HR)-Corp.[Tel. No.(022)-25522133].



Rashtriya Chemicals & Fertilizers Ltd.

Policy on Gender Equality

Scope: This policy shall apply to all Persons employed at workplace for any work of regular, temporary, supervisory, managerial nature and also to Apprentices & Trainees.

Objective: : To promote gender responsive organizational culture by initiating good internal practices and related support systems for active gender mainstreaming, thereby facilitating gender equality.

Policy: To strive for making the organisation a gender-responsive by instilling Gender Mainstreaming and the concern for equality among female and male employees during the process of achieving organizational goals.

The Policy on Gender Equality will encompass the following HR Dimensions:

- 1) Recruitment, 2) Education, Training and Development, 3) Performance Appraisal, 4) Career growth and promotion, 5) Mentoring, 6) Functional and geographic mobility, 7) Maternity and Paternity benefits, 8) Prevention of sexual harassment, 9) work-home life balance, 10) Pay /Remuneration parity.

The Company Intends to achieve the objective of advancing Gender Equality through:

- Adopting such measures which will facilitate correction of imbalance between men and women in sharing of power and decision-making at various levels.
- Studying various dimensions of gender mainstreaming, especially paying attention if men and women have different needs.
- Adopting different capacity building measures and improving physical facilities and work arrangements to enhance security and safety, especially for women employees to bring them at par with male employees.
- Arranging training programmes to reinforce learning on gender mainstreaming.
- Gender Audit for verifying existent facilities and identifying requirements that are gender specific.
- Facilitating Gender budgeting by making provision for gender specific expenditure.
- Mainstreaming a gender perspective in all policies and programmes.

We, as a company, will make endeavours for adopting such gender-responsive initiatives which are necessary to promote Gender equality.

Date: 25th July, 2015

Signature:

Place: Mumbai

Name:

R. G. Rajan

Designation:

Chairman & Managing Director