

Information Handbook

Section	P&O		
Module No		Date:	1 st April, 2022
Expires on		Prepared by	P&O & Legal
RESTRICTED		Replaces Module	dated 7 Jan, 2020
<p>Distribution List:</p> <p>All employees of Siemens Ltd., Siemens Technology and Services Pvt. Ltd., Siemens Financial Services Private Limited, Siemens Postal Parcel & Airport Logistics Private Ltd., Siemens Rail Automation Pvt. Ltd. and Preactor Software Pvt. Ltd., SIS Comp Dynamics Pvt. Ltd.</p> <p>If the above companies wish to adopt this Policy, they may do so by passing a resolution of its Board of Directors or any other body duly empowered in this regard adopting the same.</p> <p>The list of companies (as amended from time to time to include all entities who adopt this Policy) to whom this Policy applies shall be separately maintained and updated by the Central Internal Committee (Central IC) as set up under this Policy.</p> <p>The Siemens' companies to whom this Policy applies, are collectively referred to as "Siemens".</p>			

Subject: Policy ("this Policy") for Prevention of Sexual Harassment of Women at Workplace (POSH) and promulgation of Gender Neutrality at Workplace.

1. Purpose & Objective

This Policy is framed to meet the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 ("the Act") (as amended from time to time, including amendments by way of other applicable laws) and, in view of the Siemens Gender Neutrality at Workplace policy (SGNW) and to extend the applicability of the provisions of the Act to all employees working in Siemens irrespective of gender who allege sexual harassment.

This Policy will ensure that Siemens' employees are protected against sexual harassment at the workplace; and will contribute to realisation of their right to gender equality, life and liberty and equality in working conditions. For employees, the sense of security at the workplace will improve their participation in work, resulting in their economic empowerment and inclusive growth. The Policy will actively create and maintain a social, physical and psychological environment that will redress grievances pertaining to sexual

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harassment, create awareness and deter acts of sexual harassment. This Policy sets up a system for protection of all employees' against sexual harassment, irrespective of gender in Siemens.

This Policy also recognises and makes provisions for hearing complaints of virtual sexual harassment in view of work-related communication increasingly being carried out over various modes of virtual communication.

Having regard to Siemens' flexible working and "work from home" / "mobile working" policies, this Policy recognises employees' homes / home offices and/or any other external areas from which employees work, as "workplaces" within the meaning of the Act and this Policy, in order to include within the ambit of this Policy official work-related virtual communication which happens when the employees are at homes / their home offices and/or working from any other external areas.

1. Structure

The Policy is divided into two parts as follows, to give effect to (A) the Act; and (B) the SGNW:

- A. The Act** stipulates that a woman shall not be subjected to sexual harassment at any workplace. It mainly construes the following circumstances as 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
- B. Siemens Gender Neutrality at Workplace ("SGNW")** stipulates that all individuals are treated with equal respect and no preferential or discriminatory treatment is meted out to anyone on grounds of gender alone and prohibits all kinds of sexual harassment in Siemens. To give effect to the same, the Policy has been extended to all aggrieved persons (i.e., persons complaining of sexual harassment at the workplace), irrespective of gender. Under the Policy therefore, persons of gender other than the female gender are also entitled to file complaints of sexual harassment. Accordingly, the definition of 'sexual harassment' shall be applicable to any aggrieved employee irrespective of gender

2. Operation

No employee of Siemens shall commit or engage in an act of sexual harassment against any person.

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3. Scope

This Policy is applicable to all the employees of Siemens (whether directly or indirectly employed by Siemens). This policy applies to all categories of employees of Siemens, including permanent, management and workmen, temporaries, trainees and employees on contract. This Policy can also be triggered by third parties who allege of sexual harassment by any direct employee of Siemens.

4. Date of commencement

This Policy shall be in force with immediate effect and shall be reviewed as and when required.

5. Definitions

For the purposes of this Policy:

'Sexual Harassment' includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) ("Incident") namely:

- I. physical contact and 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;

and includes the commission of the above acts and/or acts having the effect of the above acts over a virtual medium, including but not limited to video and audio calls, emails, text messages, , WhatsApp, company social media platforms for ex: yammer and over the company network.

'Employee' means a person employed at Siemens 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 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.

'Workplace' means and includes the following:

- I. any place where Siemens carries on professional, commercial, industrial activities including production, sale, distribution and supply including but not limited to Siemens' offices, factories , project sites and other premises where any employee of Siemens is deputed in connection with his or work;

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- II. the home / home office of the employee or any other area from where the employee is undertaking “work from home” or “mobile working”.
- III. Any place visited by the employee arising out of or during the course of employment including transportation provided by Siemens for undertaking such journey.
- IV. Any site away from Siemens’ premises at which company-related activities are held / performed.
- V. Any business functions.
- VI. Any social and other functions where even though it is not a company-related event, the conduct or comments may have an adverse impact on the workplace or workplace relations.

‘Aggrieved person’ in relation to a workplace, means a person, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment at the workplace, by the Respondent.

‘Aggrieved woman’ or **‘Complainant-A’** means an aggrieved person of female gender.

‘Complainant-B’ means an aggrieved person of any gender other than the female gender.

‘Complainant’ means the aggrieved person who has filed a complaint under the Act and/or this Policy before the applicable committee constituted under this Policy. Complainant/(s) will include complainants in the categories of Complainant-A and/or Complainant-B.

‘Respondent’ means an employee of Siemens against whom a complaint of sexual harassment at the workplace has been filed and/or an allegation of sexual harassment at the workplace has been made by a complainant.

6. Committees

6 (a) Central Internal Committee (Central IC)

A Central Internal Committee (Central IC) has been constituted at Siemens Limited, Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai. The Central IC at all times comprises of the following members:

- (i) a minimum of four members;
- (ii) a Presiding Officer who is a senior-level woman employee of Siemens;
- (iii) not less than two members from amongst employees.
- (iv) one external member from a non-governmental organisation committed to the cause of women

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At least half of the total members of the Central IC are women. The Presiding Officer and every member of the Central IC shall hold office for such period, not exceeding three years, from the date of their nomination to the Central IC.

The primary functions of the Central IC are:

- (i) overseeing and supervising the work of the Internal Committee;
- (ii) maintaining a record of all documents and policies applicable across Siemens (together with amendments/revisions) including this Policy, the POSH Charter, the Distribution List, the list of Internal Committees (ICs) constituted under this Policy;
- (iii) maintaining a record of the proceedings, depositions and orders in all inquiries;
- (iv) to arrange for POSH trainings and taking steps for sensitization and awareness;
- (v) to comply with all statutory requirements as set out more particularly in this Policy, including display of necessary materials and making reports to the Board of Directors.

The Central IC shall have the following powers which will be exercised on a case to case basis:

- (i) to re-constitute the ICs as and when it is required to change the constitution thereof;
- (ii) to delegate its work, power and responsibilities, assign the matters, or any part thereof to an IC.

6 (b) Internal Committee (IC):

In terms of the Act, Internal Committees (hereinafter referred to as "IC") have been established at various locations. Each IC comprises of the following members:

- (i) a minimum of four members;
- (ii) a Presiding Officer who is a senior-level woman employee of Siemens;
- (iii) not less than two members from amongst employees.
- (iv) one external member from a non-governmental organisation committed to the cause of women

At least half of the total members of each IC are women.

A list of the ICs formed at various locations is recorded and maintained with the Central IC. The Central IC may reconstitute the ICs / revise the list when required to incorporate any new committees / any changes to the existing committees by way of an insertion of the changes and circulation.

Certain ICs are formed for several offices across different geographical regions as indicated in the list; these ICs have the jurisdiction to entertain, hear and try complaints from all regions assigned to them.

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The ICs may hold virtual hearings of the complaints via Siemens-provided secure virtual platforms such as Microsoft Teams. . With a view to maintaining confidentiality of the aggrieved person and the Respondent, hearings can be attended only by persons invited through matter-specific invitations.

The Order constituting the IC, the list of the IC committee members, the contact details of the Presiding Officer are displayed in a conspicuous place on all the floors which includes the reception areas of the offices, factories, sites in all locations, and is also available for employees to view on the Intranet.

The IC at various locations shall conduct inquiry in respect of the complaints referred to it, under the supervision and guidance of the Central IC at Siemens Limited, Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai – 400030. The IC may conduct the inquiry physically or virtually.

6 (c) ICs to hear complaints by Complainant-B:

In terms of the SGNW, a complaint and redressal-seeking process for sexual harassment has been facilitated for complaints filed by Complainant(s)-B. For this purpose, the ICs constituted for hearing complaints filed by Complainants-A, will have the power to entertain, hear, try and take necessary action including making Inquiry Reports and pass recommendations on complaints by Complainant-B.

7. Procedure to be followed by aggrieved woman (Complainant-A)

i. Procedure to be followed by an aggrieved woman (“Complainant-A”):

- a. Complainant-A may make a complaint to the IC which has jurisdiction over the location which is assigned to Complainant-A as her main office location. The complaint shall set out the name of the Respondent and the details of the Incident. The complaint can be sent to the appropriate IC either by way of a letter or an email or at the virtual platform within three months from the date of the Incident. Such a complaint may also be made orally. If the complaint is oral, the same shall be put into writing in detail, by the committee member to whom the Complaint is made and shall be signed by Complainant-A.
- b. In case the Complainant-A reports an alleged act of sexual harassment to the immediate superior and /or the P&O personnel and/or any other colleague (*employee of Siemens*), it is the duty of the immediate superior and /or the P&O personnel and/or any other colleague (*employee of Siemens*) to immediately inform one of the members of IC, so that the IC can initiate necessary action.

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- c. At the time of filing the complaint, Complainant-A shall submit to the IC, six copies (either physical or soft copies by email or on the virtual platform, as the case may be) of the complaint along with supporting documents and the names and addresses of witnesses.
 - d. On receipt of the complaint, the IC shall send one of the copies of complaint to the Respondent within a period of seven working days.
 - e. The Respondent shall file his reply to the complaint along with his/her list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents from the IC.
- ii. A complaint will have to be filed within a period of 3 months from the date of the Incident and in case of series of Incidents, the complaint will have to be filed within a period of 3 months from the date of the last Incident
 - iii. Complainant-A has an option to request for conciliation proceedings. The conciliation proceedings, if opted for, are with a view to arrive at an amicably settlement of all issues that have arisen with the Respondent/s in the presence of the IC. No monetary settlement will be made pursuant to conciliation.
 - iv. Complainant-A will have the right to initiate any legal action under the Indian Penal Code or any other applicable laws of the land with the police station/appropriate court, in addition to inquiry by the IC.

8. Procedure to be followed by the IC

- i. The IC shall hold an inquiry ("Inquiry") in respect of all the allegations made by the Complainant-A against the Respondent.
- ii. On receipt of six copies of the complaint along with supporting documents and the names and addresses of witnesses from the Complainant-A as mentioned above, the IC shall send one copy of the complaint to the Respondent within a period of seven working days.
- iii. The Respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents from the IC.
- iv. Immediately upon receipt of the complaint and at the earliest, the IC will try to conciliate the matter through a meeting of which advance intimation will be given to the Complainant-A and the Respondent.
- v. At the first meeting of the IC, Complainant-A shall be heard and her statement recorded. The IC shall decide whether the complaint requires to be proceeded with, provided that the complaint will not be proceeded with / not be entertained only if the Complainant-A at the first meeting is not able to disclose and or *prima facie* prove an offence of Sexual Harassment.
- vi. Complainant-A and the Respondent shall have the right to lead evidence and the right to call and examine witnesses and cross-examine the witnesses of the other party, as the case may be.
- vii. The IC shall complete the Inquiry within 90 days from the date of receiving the complaint.
- viii. The IC will make inquiry into the complaint in accordance with the principles of natural justice.

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- ix. The IC will have the right to terminate the Inquiry proceedings or to give an *ex-parte* decision on the complaint, if the Complainant-A or Respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Presiding Officer or chairperson, provided that such termination or *ex-parte* order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.
- x. Neither the Complainant nor the Respondent shall be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the IC.
- xi. A minimum of three members of the IC including the Presiding Officer or chairperson shall be present while conducting the Inquiry.
- xii. An Inquiry Report ("Inquiry Report") will have to be prepared and issued to the parties within 10 days from the date of completion of Inquiry. The Inquiry Report shall be made in the following manner:
 - a. The Inquiry Report shall be made in writing and shall be signed by all the members of the IC.
 - b. The Inquiry Report shall state the reasons upon which the findings have been arrived at.
 - c. The Inquiry Report shall comprise of the date of commencement of the Inquiry, place at which the Inquiry was held and the date on which the Inquiry Report was made.
 - d. A signed copy of the Inquiry Report shall be delivered to both the Complainant and the Respondent.
- xiii. If the Respondent is found guilty by the IC, Siemens shall take appropriate action against the Respondent as per the terms prescribed in the Act and as per the Siemens internal policies within 60 days of receipt of Inquiry Report. While taking action against the Respondent, Siemens shall also take into consideration the recommendations made by the IC in its Inquiry Report. The IC will have the liberty to register a case under Indian Penal Code or under any other laws.
- xiv. Members of the IC in the location will maintain complaint registers and shall provide a report on quarterly basis to the Central IC. All the contents of the said complaint register shall be kept confidential.
- xv. If either party is aggrieved by the recommendations of the IC or by non-implementation by Siemens of the recommendations of the IC within 60 days of the recommendations, an appeal to the court or tribunal against the decision of the IC may be filed by such aggrieved person within 90 days of the date of recommendations.
- xvi. In case the IC comes to conclusion that the complaint against the Respondent is false, Siemens will take appropriate action against such complainant including requiring a written apology, issuing a warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, termination from service, undergoing a counseling session or carrying out community service.
- xvii. After completion of an Inquiry, the IC shall submit a detailed report with their findings on the charges to the Central IC located in Mumbai with a copy to the Head – P&O of Siemens.
- xviii. If any employee has a complaint against the Presiding Officer of the location IC, then the aggrieved employee may approach the Presiding Officer / any member of the Central IC directly.

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- xix. If any employee has a complaint against the Presiding Officer of the Central IC, then the aggrieved employee may approach the Country P&O Head.
- xx. The ICs will not entertain any anonymous complaints.

9. Procedure to be followed by other employees : (“Complainant B”):

- i. Complainant-B may make a complaint to the IC.
- ii. The procedures to be followed by the ICs for entertaining, trying and hearing complaints filed by Complainant-B are as enumerated in clause 8 above.
- iii. The ICs will not entertain any anonymous complaints by Complainant-B.

10. Protection against victimization and interim Orders

The IC shall maintain confidentiality of all complaints filed before it and all proceedings taken pursuant thereto.

During the pendency of the Inquiry, the ICs may pass interim orders to the following effect or to such other effect as the ICs deem fit in the facts and case:

- i. Grant leave of absence to the Complainant. Any leave granted to the Complainant shall be in addition to the leave such Complainant would otherwise be entitled to;
- ii. Pass directions for ensuring that the Complainant and the Respondent are not required to work together on any assignments and//or correspond;
- iii. In the event that the Complainant is an employee and the Respondent is her / his supervisor, re-assign the Complainant or to another team or consider relocating the Complainant or the Respondent within the establishment. ;
- iv. Pass directions for ensuring that the Respondent is not in charge of assessing / appraising the Complainant’s performance at work, whether as a supervisor or as part of any peer review group;
- v. Siemens will take necessary steps to provide requisite counselling to the Complainant.

11. Procedure to be followed by Central IC; \and Siemens:

- i. The Central IC shall prepare an annual report on the basis of Quarterly Reports submitted by the (local) IC and submit it to the Management and the District Officer appointed by the State Government.
- ii. The annual report shall consist of the following:
 - a. number of complaints received in a year,
 - b. number of complaints disposed of,
 - c. matters pending,
 - d. Inquiry Reports prepared,
 - e. nature of action taken, and
 - f. number of workshop or awareness programs held
- iii. Siemens shall ensure that the annual report submitted by the Central IC is included in the Annual

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- Report of Siemens filed with the Registrar of Companies.
- iv. Siemens shall display at a conspicuous place, the penal consequences of sexual harassment.
 - v. The Board of the Directors of Siemens, in their Board Report, shall include a statement that the Company has complied with provisions relating to the constitution of the Internal Committee under the Act.
 - vi. Siemens shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this Policy. Siemens shall be bound by the decisions of the IC and shall implement such decisions in an expeditious manner.
 - vii. Siemens will conduct employee awareness programs, skill building program for the IC, workshops from time to time for sensitizing the employees with the provisions of the Act and the SGNW. Siemens will also apprise all employees of the POSH Policy and the procedure for filing a complaint including through the virtual platform. Siemens will take necessary actions as prescribed in the Act or as per provisions established by Siemens.

Sunil Mathur
MD and CEO

Shilpa Kabra Maheshwari
Executive Vice President and Head P&O

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Annexure I

Date: _____

To
The Presiding Officer
Central IC
Siemens Limited, Birla Aurora, Level 21, Plot No. 1080,
Dr. Annie Besant Road, Worli, Mumbai – 400030

Subject: **Quarterly Report of (●) (details of the IC to be inserted) of (Siemens ●) for (●) 2020- (●) 2020**

Dear Sirs,

To further the intent of our Policy for Prevention of Sexual Harassment of Women at Workplace and promotion of Gender Neutrality at Workplace constituted under the Sexual harassment of Women at workplace (Prevention, Prohibition And Redressal) Act, 2013 ("**Act of 2013**"), our establishment **Siemens (●)** situated at (●) has formed an Internal Committee ("**IC**") the details of which are as mentioned below:

Location	Presiding Officer (Along with Date of Nomination)	Members (Along with Date of Nomination)	Contact

The IC is in receipt of (●) (number of Complaints) Complaints with allegation of Sexual Harassment in the quarter (Months of Relevant Quarter) the details of which as set out hereunder:

Complaint No.	Complainant (with Roll No.)	Respondent/s (with Roll No.)	Name of company	Mode in which Complaint submitted	Date of Receipt of Complaint	Date of Service of Copy of Complaint to Respondent/s	Date/s of Incident Complaind of	Date of Filing of Reply by Respondent/s	Steps taken by the IC	Status of Inquiry	Remarks

Also, complying with the Section 19 (c) of the Act of 2013, the IC conducted the following Workshops/Awareness Programs & Orientation Programs in this Quarter:

Date of Workshop/ Orientation Program	Conducted By	No. of Attendees

Yours sincerely
 IC of _____ Zone,
 Siemens (●).

Presiding Officer / Member