

No Harassment at the Workplace

All employees in the Amara Raja Group of Companies are entitled to a working environment, which is free of harassment of any nature. The company will endeavor to ensure and provide our employees a working environment in which they can work and perform to the best of their abilities.

The Amara Raja does not and will not tolerate harassment of any employee(s) at the workplace.

Definition and scope of the term 'harassment';

The term "**harassment**" includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, sexual orientation, religion, caste, creed, color, national origin, citizenship, age disability, physical disability, physical abnormality or other protected categories of citizens. Any harassment of this nature violates this policy, and is not consistent with our corporate creed and beliefs.

Sexual harassment is prohibited by this ethics policy. It includes sexual advances, requests for sexual favors, unwelcome or offensive touching and other verbal, graphic, or physical conduct of a sexual nature.

The following are examples of behaviors, which constitute sexual harassment:

- **Verbal:** Making sexual innuendoes / comments, insults, threats, jokes, or sexual propositions.
- **Non-verbal:** Making suggestive or insulting noises, leering, whistling, or making obscene gestures, or displaying calendars, cartoons or posters that are derogatory on the basis of the employee's sex.
- **Physical:** Touching, pinching or brushing the body or any other physical contact and conduct of a sexual nature.

All employees are strictly prohibited from sending electronic messages during work hours using the infrastructure and equipment of the Company at any time, which contains offensive material related to sex, race, caste, religion, ethnicity or other protected categories of employees.

Similarly, employees who have access to the Internet (provided by the Company or a personal connection) are strictly prohibited from using the Internet during work time or while using Company equipment to access Internet sites, which contain offensive materials, jokes, pictures and articles related to pervert sex, race, or other protected categories of citizens.

Reporting of harassment at the workplace:

- While any employee should feel free to simply ask another employee to stop an offensive behavior, there may be situations when this is not a comfortable initial step. In that case, any employee who believes he or she has been the subject of harassment should report the alleged conduct immediately to a member of the Code of Ethics Committee and or his / her Head of Department.

Employees are strongly encouraged to notify the appropriate person they are comfortable with, if they feel that they have been subject to harassment. On reporting the incident immediately, a complete investigation will be made and appropriate action taken.

- Any employee found to have harassed another employee or otherwise to have violated this policy will be subject to appropriate disciplinary action including termination of services or serious censure.
- The Company will not in any way permit retaliation against an employee, potential employee, or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Any employee who retaliates or harasses any individual for reporting in good faith a claim of harassment or co-operating in the investigation of the same will render himself open to appropriate disciplinary action.
- Amara Raja is committed to provide a harassment-free work environment and will conduct awareness-training program for all employees in the process of enforcing this policy.
- Amara Raja recognizes that the issue of whether harassment has occurred requires factual determination based on all the evidence received. Amara Raja also recognizes that false accusations of harassment can have serious effects on innocent men and women.
- We trust that all employees will continue to act in a responsible and professional manner to establish a harassment-free work environment. Employees found to be making false accusations and allegations will be subject to appropriate disciplinary action including termination.

Understanding and interpretation of the policy on No Harassment at the workplace

Employees are requested to seek clarification or interpretation of policy clauses when in doubt. The appropriate authority is the General Manager – Human Resources another committee member or the concerned Head of Department.

Employees should not refrain from bringing matters to the notice of the management because of clarity in understanding the policy. At the same time the grievances or complaints made on the basis of this policy should be carefully evaluated as improper understanding or lack of clarity could harm innocent employees against whom a grievance is registered.

In addition to the above, please refer to the policy on Prevention of Sexual harassment