



# VISAKA INDUSTRIES LIMITED®

CORP OFF : "VISAKA TOWER", 1-8-303/69/3, S.P. ROAD, SECUNDERABAD - 500 003.  
TEL : +91-40-2781 3833, 2781 3835, www.visaka.co E-mail : vil@visaka.in

To,  
The District Women & Child Welfare Officer,  
Hyderabad Collectorate Office,  
Abids, Hyderabad.

Date : December 30, 2021

Sub: Annual Return under sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 for the year ended 31<sup>st</sup> December 2021.

Dear Sir/Madam,

We enclosed here with Annual Return under sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, with regards to complaints received and their Redressal for the year ended December 2021.

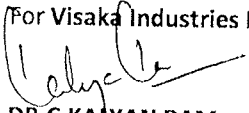
S.No	Description	Count	Remarks
1	No of complaints received during the year mentioned above	NIL	Not applicable
2	No of complaints disposed off during the year	NIL	Not applicable
3	No of cases pending for more than 90 days	NIL	Not applicable
4	No of workshops/ sensitization/ awareness sessions conducted	4	Not applicable

Nature of action taken by Employer for the Complaints: **Not applicable.**

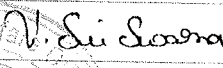
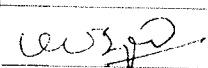

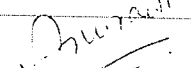
Signatures of ICC Members Enclosed Below for your kind reference.

Thanking you,

For Visaka Industries Limited

  
**DR.C.KALYAN RAM**  
ASSISTANT VICE PRESIDENT (HR & ADMIM)

Signatures of ICC Members at Visaka Industries Limited

Presiding Officer (Female)	ICC Member	ICC Member	External Member (Female)
Ms.Sri Swarna Vallabhaneni	Mr.KVE.Prasad	Mr.Satyam Kaira	Dr. Anuradha
			

Regd. Office & Factory : A.C. Division I, Survey No. 315, Yelumala Village, R.C. Puram Mandal, Sanga Reddy District, T.S, Pin 502 300.  
Factory : A.C. Division II : Survey No. 170/1, Manikantham Village, Paramathi-Velur Taluq, Namakkal District, Tamil Nadu, Pin 637 207.  
Factory : A.C. Division III : GAT.No.70/3A & 70/3A/3 & 70/1B & 70/1C, Sahajpur Industrial Area, Nandur (V), Daund (Tq), Pune, Maharashtra, Pin 412 020.  
Factory : A.C. Division IV : Plot No.11, 12,18 To 21 & 30, Changsole Mouza, Bankibundh G.P. No. 4, Salboni Midnapur West, W.B, Pin 721 147.  
Factory : A.C. Division V : Survey No. 90/2A 90/2B 27/1, G.Nagenhalli Village, Kempannadodderi Post, Kestur Road, Kora Hobli, Tumkur Dist, Karnataka, Pin 572 138.  
Factory : A.C. Division VI : Village & Post, Kannawan, PS Bachrawan, Tehsil Maharajgunj, Dist Raebareilly, U.P, Pin 229 301.  
Factory : A.C. Division VII : Survey No. 385, 386, Jujjuru (V), Near Kanchikacharla, Veerulapadu (M), Krishna Dist, A.P, Pin 521 181.  
Factory : A.C. Division VIII : Plot No. 1994 (P) 2006, Khata No. 450, Chaka No. 727, Paramanpur (V), P.S. Sason, Tehsil Maneswar, Sambalpur Dist, Odisha, Pin 768 200.  
Factory : Textile Division : Survey No. 179 & 180, Chiruva Village, Mouda Taluk, Nagpur District, Maharashtra, Pin 441 104.  
Factory : V-Boards Division I : Gajalapuram Village, Kukkadam Post, Vemulapaly Mandal, Adjacent to Kukkadam Railway Station, Nalgonda Dist, T.S, Pin 508 207.  
Factory : V-Boards Division II : GAT No : 248 & 261 to 269, Delwadi Village, Daund Taluq, Pune Dist, Maharashtra, Pin 412 214.  
Factory : V-Boards Division III : Mustil Nos. 106, 107 & 115, Jhaswa Village, P.S. & Tehsil Salawas, Jhajjar, Haryana, Pin 124 146.



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### VISAKA INDUSTRIES LIMITED

#### Policy for Prevention and Prohibition of Sexual Harassment of Female Employees inside the Company Premises

##### Objective:

The objective of this policy is to provide protection against Sexual harassment of women in the office premises of Visaka Industries Limited and also for the prevention and redressal of complaints of Sexual harassment and any other matters connected therewith or incidental thereto.

The Management of Visaka Industries Limited is committed to create and maintain a healthy working environment which enables all employees irrespective of gender difference to work without fear of prejudice, gender bias and Sexual harassment. The company believes all employees of the company have the right to be treated with dignity & equality.

The Management is also committed to ensure a religious implementation of this policy in the company and adhere to all applicable provisions as laid down in The Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 so as to provide a propitious environment to all female employees to work with dignity & respect and also refrain every employee of the company from misutilization of this policy with any kind of ulterior intention.

The ultimate objective of this policy is not only to provide a safe work environment to female employees to work with dignity but to live a professional life with a better understanding with their male colleagues in the principle of "work together" for the growth & prosperity of the organization as a whole.

##### Scope:

This policy extends to all categories of employees of the company

##### Definitions:

###### i. Employee

- Any person employed at workplace directly or through any agent including a contractor with or without the knowledge of the principle employer, whether for remuneration or not, or working on voluntary basis and includes a contract worker, probationer, trainee, apprentice or called by any other such name.

###### ii. Aggrieved Woman

- Means a woman of any age whether employed or not, who alleges to have been subjected to any act of Sexual harassment by the respondent in the office premises.

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Regd. Office & Factory	: A.C. Division I, Survey No. 315, Yelumala Village, R.C. Puram Mandal, Sanga Reddy District, T.S, Pin 502 300.
Factory : A.C. Division II	: Behind Super Gas, Manikantham Village, Paramathi-Velur Taluq, Namakkal District, Tamil Nadu, Pin 637 207.
Factory : A.C. Division III	: 70/3A, 70/3, Sahajpur Industrial Area, Nandur Village, Daund Taluka, Pune District, Maharashtra, Pin 412 020.
Factory : A.C. Division IV	: Changsole Mouza, Bankibundh, G.P. No. 4, Saliboniblock, Midnapore West, W.B, Pin 721 147.
Factory : A.C. Division V	: No. 27/1, G. Magenahalli Village, Kora Hobli, Tumkur, Karnataka, Pin 572 138.
Factory : A.C. Division VI	: VIII. Kannawan, PS Bachrawan, Tehsil Maharajgunj, Dist Raebareli, U.P, Pin 229 301.
Factory : A.C. Division VII	: Survey No. 385, 386, Jujjuru (V), Chennaropalem (P), Veerulapadu (M), Near Kanchika Cherla, Krishna Dist, A.P, Pin 521 181.
Factory : A.C. Division VIII	: Plot No. 2006, 1994, Khata No. 459, At-Paramanapur Manejwan, Navamunda Village Sambalpur Dist, Odisha, Pin 768 200.
Factory : Textile Division	: Survey No. 179 & 180, Chlruva Village, Mouda Taluk, Nagpur District, Maharashtra, Pin 441 104.
Factory : V-Boards Division I	: Gajalapuram Village, Peddadevalapally Post, Tripuramam Mandal, Near Miryalaguda. Nalgonda Dist, T.S, Pin 508 207.
Factory : V-Boards Division II	: Gate No : 262 to 269, Delwadi Village, Daund Taluq, Pune Dist, Maharashtra, Pin 412 214.

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**Removal of Presiding Officer and the Member of the Committee:**

The Presiding Officer or any member shall be removed from the committee and the vacancy so created shall be filled by fresh nomination in any of the following cases.

Where the presiding officer and any member of Internal Complaint Committee;

- i. discloses the contents of the complaints, any information relating to enquiry proceedings, recommendation of the Internal Committee to the employer discloses to other employees, public, press & media in any manner.
- ii. has been convicted for an offence or enquiry into an offence under any law is pending against him/her.
- iii. has been found guilty in any disciplinary proceeding as against him/her.

**Sexual harassment would mean and include any of the following acts:**

- i. Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii. Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;
- iii. Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv. Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex
- v. Conduct of such an act at work place or outside in relation to an employee, or vice versa during the course of employment;
- vi. Any unwelcome gesture by an employee having sexual overtones

**Redressal Process:****Complaint of Sexual Harassment:**

- i. Any aggrieved female employee, who feels of being sexually harassed, may directly or indirectly make, in writing, a complaint of Sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident.
- ii. Provided that where such complaint cannot be made in writing, the presiding Officer or any member of the Internal Committee shall render all reasonable assistance to the aggrieved woman for making the complaint in writing.
- iii. Where the aggrieved woman is unable to turn up or unable to make complaint on account of physical or mental incapacity, her legal heir may also make a complaint to the committee.
- iv. Once the complaint is received, it will be kept strictly confidential by the committee.

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- iv. If the complainant or Respondent desires to tender any documents by way of evidence before the committee, she/he shall supply original copies of such document. Both shall affix their signature on the respective documents to certify these to be original copies.
- v. The committee shall call upon all witnesses mentioned by both the parties as and when required during the enquiry process.
- vi. The committee shall provide every reasonable opportunity to the complainant and the respondent, for putting forward and defending their respective cases.
- vii. At the beginning of the enquiry, the complainant will depose her statement which will be recorded by the committee in writing and the complainant will be cross examined by the respondent which will be recorded by the committee. After examination and cross examination of the complainant, the complainant will be allowed to produce his/her witnesses if any one after another, whose statement will be recorded by the committee and they will be cross examined one by one by the respondent. Thereafter the respondent will depose his statement followed by his cross examination by the complainant which will be recorded by the committee on the spot. After examination and cross examination of the respondent, the respondent will be allowed to produce his witnesses one after another, whose statement will be recorded by the committee and they will be cross examined one by one by the complainant.
- viii. The documents, submitted by either complainant or respondent in support of their respective statements, will be taken as evidence with specific identification mark duly signed by them and will be recorded in the enquiry proceeding.
- ix. The copies of proceedings on day to day basis will be signed by the committee members, complainant and respondent in every page and the copies of the proceeding and one set of report on completion of enquiry will be handed over to the complainant and respondent separately with an acknowledgement of receipt by the complainant as well as the respondent.

The committee has the right to terminate the enquiry proceeding or to give an ex-parte decision on the complaint, if the complainant or respondent fails to attend the enquiry proceeding without sufficient cause for 3 consecutive hearings convened by the presiding officer.

Provided that such termination or ex-parte order may not be passed without giving a notice in writing 15 days in advance to the party concerned.

- x. May the parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of proceeding before the complaint's committee
- xi. In conducting the enquiry, a minimum of 3 members of the complainant committee including the Presiding Officer shall be present.
- xii. The Presiding Officer and committee members before initiating the enquiry process on the complaint, they may take the technical guidance from the President - Group HR & Admin so as to conduct the enquiry process in an appropriate manner.
- xiii. The committee shall complete the "Enquiry" within reasonable period but not beyond three months and submit the enquiry report with findings to the Managing Director in case of Head Office and the Unit Head in case of Unit. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.

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Provided further that the malicious intent on part of the complaint shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

- b. Where the Internal Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the management to take action.

**Other Points to be Considered:**

- a. The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- b. Where Sexual harassment occurs as a result of an act or omission by any third party or outsider, Visaka Industries Limited shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- c. In case the committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

**Appeal**

Any person, aggrieved of non-implementation of recommendation of internal committee in regard to initiating action or in absence of any action in response to the complaint, may prefer an appeal in writing to the Managing Director within 30 days of such recommendation of the committee or submission of complaint of sexual harassment.

Internal Complaints Committee: for the year 2019-2021

S.No	Location	Role	Gender	Name of the Member
1	Head Office	Presiding Officer	Female	Ms. Chetanya
2		External Member	Female	Dr. Anuradha
3		Member	Male	Mr. Anand Sagar
4		Member	Male	Mr. Shanmukha Babu

**Note:** Considering the non-availability of the senior women employees across locations, the committee constituted above would act and represent all the locations of Visaka Industries limited.

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01/01/19