



Putzmeister

Putzmeister Concrete Machines Pvt. Ltd.

Policies and Procedures

Issue Date:
Rev. No:
Rev. Date:
Pages: 3

ANTI SEXUAL HARASSMENT AT WORKPLACE POLICY

Putzmeister is an equal opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. This policy is in compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the definitions and interpretations are according to the said Act.

Scope:

This policy applies to all employees while they are at work on site and while they are attending work functions, work related social gatherings and duties outside of their regular workplace.

Definitions/Explanations:

“Sexual harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- a. physical contact and advances; or
- b. a demand or request for sexual favours; or
- c. making sexually coloured remarks; or
- d. showing pornography; or
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances amount to sexual harassment:

- a. implied or explicit promise of preferential treatment in her employment; or
- b. implied or explicit threat of detrimental treatment in her employment; or
- c. implied or explicit threat about her present or future employment status; or
- d. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- e. Humiliating treatment likely to affect her health or safety.

“Employee” means a person employed at a workplace 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 the 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” includes the office premises and any place visited by the employee arising out of or during the course of employment including transportation provided by the employer.

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