



## **RUDRA GAS ENTERPRISE LIMITED**

**CIN: U40104GJ2015PLC084419**

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# **'Policy on Prevention of Sexual Harassment of women at workplace'**

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**INTRODUCTION**

Rudra Gas Enterprise Limited has always believed in equality and in providing safe working environment to all its employees. Through this policy, the company encourages all its employees to be responsible and to be intolerant towards any harassment that may occur at the workplace.

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). The reference shall always be made to the Act and the provisions of the Act shall prevail.

The ‘Policy on Prevention of Sexual Harassment of women at workplace’ intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

**DEFINITIONS:**

**1. Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

**2. Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman.

**3. Employee:** A person employed at the 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 by any other such name.

**5. Workplace:** In addition to the place of work (Head office / Branch offices) it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement including transportation provided for undertaking such a journey.

**6. Employer:** A person responsible for management, supervision and control of the workplace.

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**RESPONSIBILITIES OF THE COMPANY AS A WHOLE**

Responsibility is not a one person thing and hence everyone at Rudra Gas Enterprise Limited is expected to act responsible towards any act of harassment. They must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated and all the complaints will be taken seriously.

**REDRESSAL MECHANISM**

In compliance with the Act, the complainant needs to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint must be reduced in writing by the receiver of the complaint and signatures of the complainant must be obtained.

**INTERNAL COMPLAINTS COMMITTEE**

The Board of Directors of the Company has constituted an Internal Complaints Committee to prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same.

**ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

The committee shall be responsible:

- To take note of the complaints of sexual harassment at the workplace;
- To inquire into the complaints so received;
- To inform the employer and coordinate with her/him in implementing appropriate action(s);
- To maintain strict confidentiality throughout the process;
- To submit reports annually on any case relating to harassment of women at workplace.

**COMPOSITION OF THE COMMITTEE**

Presiding Officer – Mrs. Jayshri Yogesh Raval

Member – Mrs. Manjulaben Sureshbhai Patel

Member – Mr. Kush Sureshbhai Patel

Member – Mr. Paresh Laxminarayan Sharma

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**CONFIDENTIALITY NORMS**

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and the same must not be published or must not to made known to public or media.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

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