



# Foods Limited

Hyderabad

12<sup>TH</sup> December' 2013

## CIRCULAR

### **To**

All Functional Heads  
Zonal Heads  
Regional Heads  
State Heads  
Category Heads  
Unit Incharges / Managers  
Branch Incharges.

## **ANTI – SEXUAL HARASSMENT – SAFE WORK ENVIRONMENT POLICY**

### **Preamble :**

In December 1993, as part of a campaign against sexual harassment in Rajasthan, some groups had filed a petition in the Supreme Court of India, under the name of 'Vishaka', asking the Court of Law to give certain directions regarding the sexual harassment that women face at the workplace. The result is the Supreme Court judgment, which came on 13th August 1997, and gave the Vishaka guidelines.

On 23rd April 2013, the legislature brought into force a comprehensive legislation dealing with the protection of women against sexual harassment at workplace by enacting " The Sexual Harassment of Women at Workplace ( Prevention , Prohibition and Redressal) Act 2013".

### **Scope:**

The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a "domestic worker" to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.

As per the guide lines given by the Government of Andhra Pradesh, every industry shall constitute Internal Complaint Committee to ensure safe working environment for women working in various locations, visitors, suppliers and customers of across the locations.

### **Definition:**

The Act has defined "sexual hostile" Sec.2(n) to include any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favors; (iii) making sexually colored remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual

hostile: (i) implied or explicit promise of preferential treatment; (ii) implied or explicit threat of detrimental treatment; (iii) implied or explicit threat about present or future employment status; (iv) interference with work or creating an intimidating or offensive or hostile work environment; or (v) humiliating treatment likely to affect health or safety.

**Applicability:**

This policy shall be applicable to all employees of HFL (Direct & Indirect Team) working across various locations (units/offices) of the Company with immediate effect.

**Salient features of the Internal Complaint Committee (ICC) to protect women from hostility at workplace in HFL:**

1. Since units of HFL are situated in multiple locations, a three member Location Internal Complaints Committees (Location-ICC) are constituted at all Units/Offices. The ICC consists of one female member, one male member and is headed by a female employee as the Presiding Officer.  
Complaints across all the locations other than Corporate office, shall be resolved by the ICC as per the procedure laid down in Level – I.
2. Central ICC is constituted with seven members i.e., Three female employees as members, Three Male employees as members and the Presiding Officer of the Committee shall be a Senior female employee.  
Central ICC at Corporate Office of HFL shall co-ordinate with all the location ICCs. The Central Committee shall resolve the complaints as per the procedure laid down in Level – II.

**LEVEL – I :**

- i) *Any woman employee who would like to submit a complaint against sexual hostile situation shall report to her immediate Reporting Authority or Presiding Officer or member of the ICC in verbal or written.  
If the complaint is against her Reporting Authority, she shall submit her complaint to the Presiding Officer of the Central ICC or member of the Central ICC directly.*
- ii) *Complaint may be submitted by her legal heir or such other person (authorized by the aggrieved woman) in case the aggrieved woman is unable to submit.*
- iii) *The Presiding Officer along with members of the respective ICC shall initiate caring measures to the aggrieved only on the request of complainant and initiate conciliation to settle the matter between her and the respondent within 24 hours.*
- iv) *The presiding Officer of the location ICC shall escalate the unresolved complaints to the Presiding Officer of the Central ICC at Corporate Office within 48 hrs.*
- v) *The location ICC shall also encourage women employees for suggestions pertaining to their privacy, working environment and shall be rewarded who shall come up with useful and implementable suggestions.*

LEVEL – II

- i) *The Presiding Officer of Central ICC shall take cognizance of the complaint and initiate remedial measures. The Presiding Officer of Central ICC shall initiate conciliation process to settle the complaint if the complaint is not settled at the ICC level.*
  - ii) *If Central ICC is of the opinion that the nature of the complaint is to be examined with external agency the Committee shall take it forward under the guidance of the respective Divisional Head / Business Head within 48 hrs.*
  - iii) *Central ICC has sole responsibility to extend facilities /protection to the aggrieved and members of the location ICC's.*
  - iv) *The Central ICC is required to complete the enquiry within a period of six working days and submit a report to the Divisional Head / Business Head of HFL.*
  - v) *The complaint shall be thoroughly investigated by the Central ICC and initiate an appropriate disciplinary action against guilty as deemed fit based on the investigation and recommendations of the ICC or external agency as per the guidelines of the Sexual Harassment of Women at Workplace ( Prevention , Prohibition and Redressal ) Act 2013.*
  - vi) *Central ICC shall review the location ICC's working monthly or as and when required.*
  - vii) *The Central ICC shall conduct annual summit with all location ICC Presiding officers and members for their valuable suggestions for affable environment at HFL with respect to the Policy.*
  - viii) *Location ICC - Presiding Officer shall ensure timely submission of reports of location ICC's to Divisional Head / Business Head.*
3. In case of any serious situation or emergency at the location, the Presiding Officer of the location ICC shall immediately bring to the knowledge of the Presiding Officer of the Central ICC for immediate appropriate action in consultation with Divisional Head or Business Head.
  4. The members and the Presiding Officers of Location ICC and Central ICC shall hold office for such period, not exceeding three years from the date of their nomination. The Presiding Officer of respective location shall nominate new member within 48 hours in case of their cessation of employment in HFL. The Divisional Head / Business Head shall nominate presiding officer within 48 hours in case of their cessation of employment in HFL.
  5. The details of the Presiding Officers and members of the Location ICC across all locations and the details of Presiding Officer and members of the Central ICC at Corporate Office is attached for ready reference as **Annexure – 1**.



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6. In case woman employee is not available, the presiding officer shall nominate woman member from other Offices or units.
7. The respective Reporting authority of the complainant and Location ICC has to initiate appropriate steps to maintain complete privacy of the name of the complainant & accused in case of aggrieved so desires.
8. The enquiry shall be conducted in a Confidential Manner to protect the aggrieved and also provide assistance to the Woman if she so chooses to file a complaint under any Law for the time being in force.
9. The Location ICC or the Corporate ICC shall provide protection not only to women who are working across HFL but also to any woman who shall enter the unit or office as a client, customer, supplier , apprentice, working on ad-hoc basis etc., . Students, Research Scholars from Colleges/University who are under internship shall also be covered.
10. Since there is a possibility that during the pendency of the enquiry the woman may be subject to mental agony, threat and aggression, the Presiding Officer shall extend necessary measures to the aggrieved woman to seek interim relief in the form of medical treatment, transfer to other location or vacation or leave from work.

We now advise all the employees of HFL, the members and the Presiding officers of the location ICC and Corporate ICC to strictly adhere to the above without any dilution and deviations.

We wish the above is clear and in case, any of you may need any further clarification on the above, they may please contact the Head HR or the Divisional Head

**With Best Wishes ....**

**For HERITAGE FOODS LIMITED**

  
**K. DURGA PRASAD RAO**  
**CHIEF OPERATING OFFICER**



**HERITAGE FOODS LIMITED  
CENTRAL INTERNAL COMPLAINT COMMITTEE (ICC)**

S.No.	Location	Presiding Officer	Members	Members
1	CORPORATE OFFICE	Mrs. Kirthi Malini	Mrs. M Pushpa	Mr. T V Rao
2			Mrs. K. Sujana	Mr. K Raja Babu
3			Mrs. N.S D R Lakshmi	Mr. C M V Prasad

**LOCATION INTERNAL COMPLAINT COMMITTEES (LICC)**

S.No	Locations	Presiding Officer	Member - 1	Member - 2
1	GOKUL	Mrs. B Anitha	Mrs. B. Sarada	Mr. N. Vamseedhar
2	CHITTOOR		Mrs. K Devaki	Mr. BK.Hariprasad
3	B.KOTHAKOTA		Mrs. K Manjula Devi	Mr. K. Chandra Sekhara Rao
4	HINDUPUR		Mrs. Latha	Mr. B Nagendrappa
5	KOTHACHERUVU		Mrs. Kanakamma	Mr. P Rajashekara
6	VADAMADURAI		Mrs. Nirjala	Mr. K.S.Kanna
7	BANGALORE PACK STN		Mrs. Vallim	Mr. G.Hari Babu
8	Madanapalli		Mrs. Parvathi Ammal	Mr. b.damodara
9	KALAKADA		Mrs. Manjula Ammal	Mr. P. SURESH
10	PILER		Mrs. Rajamanickam	Mr. B.Adinarayana
11	SRIKALAHASTI		Mrs. Manjula	Mr. Y.S.Jayachandrapaul
12	VENKATAGIRI		Mrs. Manjula	Mr. G.K.D.V.Prasad
13	KANAGANAPALLY		Mrs. Manjula	Mr. M Annapurneshwar Rao
14	RAPTHADU		Mrs. A Santhi Yadava	Mr. A Ravi Kumar
15	NAMAKKAL	Mrs. Manjula	Mr. SHANMUGAM.M	
16	UTHANGARAI	Mrs. Manjula	Mr. ARUNAGIRI.V	
17	NAGAMANGALAM	Mrs. Manjula	Mr. L.KUMAR	
18	BERIGAI	Mrs. Manjula	Mr. BABUNAIDU.K	
19	KAKADASAM	Mrs. Manjula	Mr. JAGIR HUSSAIN	
20	ODDANCHATHRAM	Mrs. Manjula	Mr. RAJKUMAR.R	
21	SHANTHIPURAM	Mrs. Manjula	Mr. L. VASU DEVARAO	
22	VEPANAPALLI	Mrs. Manjula	Mr. DHANASEKAR NAIDU.P	
23	TSO	Mrs. Manjula	Mr. Mr.Venugopal	
24	BAYYAVARAM	Mrs. Kaseera Begum	Mr. B. Eswara Rao	Mr. B. Eswara Rao
25	VSO		Mr. Laxman	Mr. Laxman
26	RSO		Mr. E.R.K.Chowdary	Mr. E.R.K.Chowdary
27	GARA		Mr. H.DURGAPRASAD	Mr. H.DURGAPRASAD
28	SOMPETA		Mr. J.JAGGA RAO	Mr. J.JAGGA RAO
29	TEKKALI		Mr. M.SHANKA RAO	Mr. M.SHANKA RAO
30	SEETHANAGARAM		Mr. M.A.S.S.P RAO	Mr. M.A.S.S.P RAO
31	KORUKONDA		Mr. CH.RAMESH	Mr. CH.RAMESH
32	P GANNAVARAM		Mr. D.RAJASEKHAR	Mr. D.RAJASEKHAR
33	PONDURU		Mr. E.SANYASI NAIDU	Mr. E.SANYASI NAIDU
34	LAVERU		Mr. M. APPALA NAIDU	Mr. M. APPALA NAIDU
35	VENKANNAPELEM		Mr. GOLLIU PRASAD	Mr. GOLLIU PRASAD
36	Atchutapuram		Mr. K.SESHU	Mr. K.SESHU
37	PALAKONDA		Mr. G.GOVINDHARAO	Mr. G.GOVINDHARAO
38	PAMARRU	Mr. P.Sreenivasa Rao	Mr. P.Sreenivasa Rao	
39	Samarlakota -	Mr. M.RAMAKRISHNA	Mr. M.RAMAKRISHNA	
40	Ravikamatam -	Mr. G RAMA CHANDRA SEKHAR	Mr. G RAMA CHANDRA SEKHAR	
41	Amalapuram -	Mr. CH.SIVA KRISHNA RAO	Mr. CH.SIVA KRISHNA RAO	
42	Revadi -	Mr. M.TIRUPATHIRAO	Mr. M.TIRUPATHIRAO	
43	BIKKAVOLU	Mr. P.AMMI RAJU	Mr. P.AMMI RAJU	
44	GARIVIDI	Mr. V.V.RAMANA	Mr. V.V.RAMANA	
45	BOBBILI	Mr. T.Sreenivasa Rao	Mr. T.Sreenivasa Rao	
46	L Kota -	Mr. B.VENKATA RAO	Mr. B.VENKATA RAO	
47	Gantyada -	Mr. M.MAHESWARA RAO	Mr. M.MAHESWARA RAO	
48	P P Rega -	Mr. P NAGESWARA RAO	Mr. P NAGESWARA RAO	
49	Chinnagumulur -	Mr. R.Y.NAIDU	Mr. R.Y.NAIDU	
50	Somavaram	Mr. A.SRINIVAS	Mr. A.SRINIVAS	
51	Kotananduru	Mr. B.SRINIVASARAO	Mr. B.SRINIVASARAO	
52	RAGOLU	Mr. K.NARESH BABU	Mr. K.NARESH BABU	

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