

# PREVENTION OF SEXUAL HARASSMENT

## "Say NO to sexual harassment at workplace"

# REPORT IT!

As per Prevention of Sexual Harassment policy at Tata Steel, any of the following behavior is considered inappropriate within the Company's working environment and is liable for disciplinary action and legal action (at the option of the victim)\*:

- Unwelcome sexual advances involving verbal, non-verbal or physical conduct, implicit or explicit
- Physical contact and advances such as touching, stalking, sounds which have explicit and/or implicit sexual connotation/overtones, molestation, etc.
- Demand or request for sexual favours, sexually coloured remarks, including but not limited to vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures, etc.
- Showing pornography or the likes & display of pictures, signs, etc. with sexual nature/connotation/overtones in the work area and work-related areas
- Verbal or non-verbal communication which offends the individual's sensibilities and affect victim's performance and has sexual connotation/overtone/ nature
- Teasing, innuendos and taunts, physical confinement and/or touching against one's will and likely to intrude upon one's privacy.

- Any person found guilty of violating this law as substantiated by data and facts, will be subject to appropriate disciplinary action, leading up to and including termination of services and based on severity of case.
- In case a complaint is filed under the Indian Penal Code, at the option of the victim, the perpetrator may also have to face imprisonment, the term of which may range between 1-3 years or with fine or both.
- Any party involved in the investigation process (viz. complainant, alleged harasser and/or witnesses), who knowingly submits false accusations, complaints or fake/ tampered facts & details that are discovered subsequently during the investigation process will be subject to disciplinary action, leading up to and including termination and legal consequence as applicable.

**As per circular no. AO/736/2023 dated November 2, 2023, the list of Internal Committee (IC) members are as follows:**

### Location- East Zone (Tata Centre Kolkata, Marketing & Sales Office)

Sl. No.	Name	Designation	Role	Mail Id	Phone Number
1	Kinkini Das	Chief HRBP Commercial Functions & Profit Centers	Presiding Officer	kinkini.das@tatasteel.com	9830020549
2	Kavita Mahto	Chief Aashiyana & Innovent	Member	kmahto@tatasteel.com	9231086909
3	N.P.Venkatesan	Chief Marketing & Sales(Wire Rods & SBQ)	Member	venky@tatasteel.com	9282236601
4	Preetha Simlai Saha	Head Enterprise Content Mgmt.,Comm.W.B.&TIS Group	Member	preetha.simlaisaha@tatasteel.com	7632987464
5	Subrata Lahiri	Head HRBP FAMD	Member	subrata.lahiri@tatasteel.com	9263630132
6	Suman Sinha	Chief Marketing-IPP - Flat Products	Member	sumansinha@tatasteel.com	8335881119
7	Arushi Gupta	Head HRBP Commercial Functions (M&S)	Convenor	arushi.gupta@tatasteel.com	7542033095
8	Anchita Ghatak	External	Independent Member	anchita.ghatak@gmail.com	9830326101

\*Please refer to POSH guidelines of Tata Steel for details

Kindly contact Corporate Ethics Team if you need more information on policy

For reporting ethical violations:

Toll Free Number - 18001020875, Email: [tatasteel@ethicshelpline.co.in](mailto:tatasteel@ethicshelpline.co.in), Web Portal: [www.in.kpmg.com/ethicshelpline/tslindia](http://www.in.kpmg.com/ethicshelpline/tslindia)