

## Anti-Sexual Harassment Policy

This Anti-Sexual Harassment Policy has been framed by **Statkraft India** (the “**Company**”). This policy is based on the guidelines laid down under the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (together referred to as the “Act”), and shall come into effect immediately. This policy extends to all employees of the Company.

For the purposes of this policy an employee shall also include temporary or contractors, contingent workers, probationers, interns or any other staff who are engaged by the Company with or without remuneration either directly or through contractors or agents. It is every employee’s responsibility to know, understand, and adhere to the guidelines laid down under this policy.

This policy shall be incorporated into the service conditions of all employees and may be updated by the Company, at any time, in its sole discretion.

It is the goal of the Company to promote a workplace that is free of sexual harassment, discrimination and retaliation by any Company employee, customer, contractor or other non-employee doing business with the Company, occurring in the workplace or in other settings in which employees find themselves in connection with their employment. Sexual Harassment at the work place is a grave offence and is strictly prohibited and punishable by law. Similarly, remarks or actions that create a hostile, intimidating or offensive work environment or interfere with the employee’s ability to perform his/her assigned duties are considered to be harassment.

As indicated in the Equal Opportunity Complaint Procedure, the Company has a zero tolerance policy when it comes to unlawful harassment of any of its employees, contractors, contingent workers, customers or clients, vendors, or suppliers. The Company shall not in any manner support or condone an employee who sexually harasses any other person at the workplace. Conduct of this nature is inappropriate and shall not be tolerated within the Company

There shall be no retaliation against any employee who makes a complaint of Sexual Harassment or who assists with the investigation or ensures resolution of a Sexual Harassment complaint. Provided, that no employee shall file or instigate a malicious complaint, any such conduct shall be punishable in accordance with this policy.

### 1.1.1 What Is Sexual Harassment?

Under the Act Sexual Harassment may include any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely-

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography

- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances amongst others, if they occur or are present in relation to or are connected with any sexual act or behavior, amount to Sexual Harassment:

- An implied or explicit promise or threat of preferential or detrimental treatment in employment.
- An implied or explicit threat about present or future employment status.
- Interference with work or creating an intimidating, offensive or hostile work environment.
- Humiliating treatment likely to affect health or safety.

In addition to the above-listed conduct, “sexual harassment” may include, but is not limited to, the following examples of unacceptable behavior:

- Unwelcome, deliberate, repeated or unsolicited comments, gestures, actions, advances or conversations, of a sexual nature;
- explicit or implicit promise of preferential treatment or offering employment benefits (including, but not limited to continued employment, a raise or promotion or assistance with one’s career, or other employment decisions) in exchange for sexual favors;
- threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity either explicitly or implicitly;
- visually offensive conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions or requests;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct of a sexual nature, such as inappropriately touching another employee, and any other behavior of a sexual nature, as well as, assault, impeding or blocking the movement of another individual;

Demands, requests or pressures for sexual favors, unwelcome sexual advances, and other verbal or physical conduct of a sexual nature, may also constitute sexual harassment when:

- Submission is made a term or condition of an individual’s continued employment, promotion, training, development, or assignment, etc.)
- Submission to or rejection is used as a basis for making employment decisions affecting the individual.
- Such conduct is related to the use or withholding of power or authority to affect another person’s career, salary, or other employment conditions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

### 1.1.2 Types of Sexual Harassment

Quid pro quo and hostile work environment are the two broad types of sexual harassment. Sexual harassment at workplace is generally classified into two distinct types. 'Quid pro quo', means seeking sexual favors or advances in exchange for work benefits and it occurs when consent to sexually explicit behavior or speech is made a condition for employment or refusal to comply with a 'request' is met with retaliatory action such as dismissal, demotion, difficult work conditions. 'Hostile working environment' is more pervasive form of sexual harassment involving work conditions or behavior that make the work environment 'hostile' for the woman to be in. Certain sexist remarks display of pornography or sexist/obscene graffiti, physical contact/brushing against female employees are some examples of hostile work environment, which are not made conditions for employment.

### 1.1.3 Unwelcome

'Unwelcome' is the key in defining sexual harassment. It is the impact and effect the behavior has on the recipient that will define the behavior as sexual harassment.

### 1.1.4 What is a workplace?

For the purposes of this policy a workplace is any environment that an employee is placed in, in connection with or arising from his/her employment with the Company. A workplace would also include any place visited by the employee arising out of or during the course of employment including transportation provided by the Company for undertaking such journey.

### 1.1.5 Internal Committee

All complaints of Sexual Harassment lodged by an Employee will be dealt with by the **Internal Committee (IC)** ("the Committee"), e-mail ids of the members are as below.

<b>Bangalore Committee Members</b>	<b>Email id</b>	<b>Contact number</b>
Seema Amithkumar (Women Employee Presiding Officer & Chairperson)	<a href="mailto:seema.amithkumar@statkraft.com">seema.amithkumar@statkraft.com</a>	91-7760004113
Sanjeev Mehra (Employee)	<a href="mailto:sanjeev.mehra@statkraft.com">sanjeev.mehra@statkraft.com</a>	91-9250001771
Priyanka Singh (Employee)	<a href="mailto:priyanka.singh@statkraft.com">priyanka.singh@statkraft.com</a>	91-8588807200
Jyoti Grover (External Consultant)	<a href="mailto:jyoti@quadrangleconsulting.org">jyoti@quadrangleconsulting.org</a>	91-9810071537
Are Meisler Storvik	<a href="mailto:aremeisler.storvik@statkraft.com">aremeisler.storvik@statkraft.com</a>	004799289977

<b>New Delhi Committee Members</b>	<b>Email id</b>	<b>Contact number</b>
Snigdha Nautiyal (Women Employee Presiding Officer & Chairperson)	<a href="mailto:snigdha.nautiyal@statkraft.com">snigdha.nautiyal@statkraft.com</a>	91-9871486072
Seema Amithkumar (Employee)	<a href="mailto:seema.amithkumar@statkraft.com">seema.amithkumar@statkraft.com</a>	91-7760004113
Sanjeev Mehra (Employee)	<a href="mailto:sanjeev.mehra@statkraft.com">sanjeev.mehra@statkraft.com</a>	91-9250001771
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Are Meisler Storvik	<a href="mailto:aremeisler.storvik@statkraft.com">aremeisler.storvik@statkraft.com</a>	004799289977

<b>Tidong Committee Members</b>	<b>Email id</b>	<b>Contact number</b>
Ruchika Jain (Women Employee Presiding Officer & Chairperson)	<a href="mailto:ruchika.jain@statkraft.com">ruchika.jain@statkraft.com</a>	91-9873664954
Seema Amithkumar (Employee)	<a href="mailto:seema.amithkumar@statkraft.com">seema.amithkumar@statkraft.com</a>	91-7760004113
Himanshu Puri (Employee)	<a href="mailto:himanshu.puri@statkraft.com">himanshu.puri@statkraft.com</a>	91-8894289616
William Burstrom (Employee)	<a href="mailto:william.burstrom@statkraft.com">william.burstrom@statkraft.com</a>	35876276463
Yashpal Singh Negi	<a href="mailto:yashpalsingh.negi@statkraft.com">yashpalsingh.negi@statkraft.com</a>	91-8448481061
Priyanka Singh (Employee)	<a href="mailto:priyanka.singh@statkraft.com">priyanka.singh@statkraft.com</a>	91-8588807200
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<b>Lanco Committee Members</b>	<b>Email id</b>	<b>Contact number</b>
Seema Amithkumar (Women Employee Presiding Officer & Chairperson)	<a href="mailto:seema.amithkumar@statkraft.com">seema.amithkumar@statkraft.com</a>	91-7760004113
William Burstrom (Employee)	<a href="mailto:william.burstrom@statkraft.com">william.burstrom@statkraft.com</a>	35876276463
Yashpal Singh Negi	<a href="mailto:yashpalsingh.negi@statkraft.com">yashpalsingh.negi@statkraft.com</a>	91-8448481061
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Ruchika Jain (Employee)	<a href="mailto:ruchika.jain@statkraft.com">ruchika.jain@statkraft.com</a>	91-9873664954
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The committees have been constituted by the Company to consider and redress complaints of Sexual Harassment. The details of the Committee members shall be communicated to the employees, as prescribed under the Act. The Committee shall function in accordance with the Act and the Sexual Harassment of Women at the Workplace (Prevention, Prohibition, Redressal) Rules, 2013.

If the Committee, upon inquiry, discovers that the complaint including any evidence or witnesses are malicious or known to be false or misleading, the Committee may recommend that action be taken against such a party. A mere inability to substantiate a claim shall not be considered as a malicious complaint by a Committee.

Where any offence attracts the provisions of the Indian Penal Code, 1860, then at the request of the Complainant (as defined below), the Company shall assist the Complainant (as defined below) in filing a police complaint.

#### 1.1.6 Submitting a Complaint

- Any employee may lodge a complaint (the “**Complainant**”) concerning Sexual Harassment (the “**Complaint**”) against another employee (the “**Respondent**”) with any Member of the Committee or their point of contact at the HR Department, who shall then forward such a Complaint to the Committee.
- Such a Complaint should be made in writing within a period of 3 months from the date of the incident giving rise to the Complaint, or in case of a series of incidents, within a period of 3 months from the date of the last incident. Where the Complaint is not filed within the provided time period of 3 months, the Committee may extend the time limit by a further period not exceeding 3 months on being satisfied that there existed circumstances which prevented the Complainant from filing the Complaint within the prescribed time limit.

- In the event the Complaint cannot be made in writing the Complaint will be detailed in writing with reasonable assistance from a Member. Such written Complaint must be signed by the Complainant. This document is referred to as the "Statement of Allegations".
- The Respondent will be apprised of the Complaint and the contents of the Statement of Allegations by the Committee.
- As soon as reasonably practicable after the Committee receives the Complaint, it will, if so requested by the Complainant, arrange a meeting between the Complainant and the Respondent to try and settle the Complaint through conciliation. If a settlement is arrived at pursuant to such conciliation, the Committee will record the terms of the settlement and forward the same to the Company to take action as specified in the settlement terms. The Complainant and the Respondent will be provided with copies of the settlement terms. Once a settlement has been agreed upon between the Complainant and the Respondent, no further inquiry will be conducted by the Committee.
- If the Complainant does not want to pursue the course of conciliation or no settlement is arrived at pursuant to a conciliation set up in accordance with this Section, then based on the Statement of Allegations, the Committee will proceed to make an inquiry into the Complaint ("**Inquiry**").

#### 1.1.7 Procedure for Inquiry

- The Committee will meet to proceed with the Inquiry within 7 days of receipt of a Complaint. The Committee will communicate the date and venue of the Inquiry to the Respondent and the Complainant. The Committee will make a record of the proceedings of the Inquiry. Both the Complainant and the Respondent must endorse the accuracy and authenticity of this record. The Complainant and the Respondent will be given copies of this record of proceedings.
- The Committee shall ensure that the confidentiality and privacy of the parties are maintained at all times, unless otherwise required for the purposes of the Inquiry. The Committee will investigate the Complaint through interviewing the parties and all witnesses, including review of any relevant evidence. The entire Inquiry shall be completed within ninety (90) days. The Committee shall make recommendations based on the Inquiry, and copies of the final findings shall be provided to all parties.
- During the pendency of the Inquiry, on a written request from the Complainant, the Committee may recommend to the HR Department to: (i) transfer the Complainant to any other office; (ii) grant leave to the Complainant for a period of up to 3 months (exclusive of other leaves available to the Complainant by virtue of his/her employment); or (iii) grant such other relief to the Complainant as the law may prescribe. HR Department will act on such recommendations, if made, and send a report of its implementation to the Committee.
- The Complainant and the Respondent must both appear in person to be questioned about the Complaint and will not be permitted representation by a legal practitioner or any other third party. . Provided that, a party may, with the permission of the Committee, be represented by any other employee of the Company (not being a legal practitioner or in-house counsel), where the Committee believes that such representation is required in accordance with the principles of natural justice.
- The Committee shall give the Respondent a copy of the Statement of Allegations within 7 working days of receipt of the Complaint from the Complainant. The Respondent shall file

a response to the Statement of Allegations, together with the requisite documents, names and addresses of witnesses in not less than 10 working days from the date of receipt of the Statement of Allegations. The Complainant will be provided with a copy of any written response submitted by the Respondent.

- If the Complainant or the Respondent wishes to examine any witnesses they must communicate this in writing to the Committee and identify the names of witnesses whom they propose to so examine.
- The Committee will arrange for the examination of these witnesses at any time during the Inquiry. However, there may be circumstances where the Committee will not be able to produce a witness for examination.
- The Complainant and the Respondent must make any further submissions to the Committee within such period as may be laid down by the Committee.
- The Committee will conduct and complete the Inquiry no later than 90 days from the date of receipt of a Complaint. The Committee will submit its finding to HR Department along with recommended action within 10 days from the date of completion of the Inquiry (the “**Report**”).
- Where the Committee has arrived at the conclusion that allegations made against the Respondent in the Complaint have not been proved after the Inquiry, the Committee shall recommend in its Report that no action is required to be taken against the Respondent.
- Where the Committee has arrived at the conclusion that allegations made against the Respondent in the Complaint have been proved after the Inquiry, the Committee shall recommend that HR Department take necessary disciplinary action as stated in its Report which may include actions as detailed in ‘Disciplinary Action for Sexual Harassment’ below.
- The Committee may terminate any Inquiry or give an ex-parte decision where either party fails, without sufficient cause, to present themselves before the Committee for 3 consecutive hearing convened by the Committee.
- The Committee, during the Inquiry, will keep confidential, information relating to its deliberations. The contents of the Complaint, identity of the Complainant, information relating to the Inquiry proceedings, contents of the Report and actions taken by HR Department will not be published, communicated or made known to the public, press and media in any manner. However, subsequently if the Respondent is found guilty, the Committee may reveal information regarding the justice secured to the Complainant without disclosing any details that could lead to the identification of the Complainant.
  - Every member shall hold office for a period of three (3) years. Any vacancies may be filled by fresh nominations. Members may be removed from the Committee if:
    - a. Members contravene the confidentiality obligations with regard to an inquiry.
    - b. A member has been convicted for an offence or an inquiry into an offence under any law in force is pending against him/her.
    - c. A member has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her.
    - d. A member has abused his position as to render his/her continuance in office prejudicial to public interest.
    - e. Or for any other reason for the effective implementation of the policy or the Company’s requirement as may be determined by the Company in its discretion.



- A written notice of removal issued by the Company shall be sufficient for the removal of any member of the Committee.

In the event of the members of the Committee:

- Contravenes the confidentiality obligations with regard to the Inquiry; or
- Has been convicted of an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- He has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

Has so abused his position as to render his continuance in office prejudicial to the public interest,

Such a member of the Committee shall be removed and the vacancy so created or any casual vacancy shall be filled by way of fresh nomination.

#### 1.1.8 Disciplinary Action for Sexual Harassment

- The Committee will forward its Report to the Company. The recommendations of the Committee shall be acted upon by the Company within sixty (60) days of receipt of the same.
- If the Respondent is found guilty of sexual harassment by the Committee, the Committee may at its discretion recommend that the Company:
  - a. Initiate disciplinary action against the employee up to and including termination which may include a warning, reprimand, censure, withholding of promotion or increments, community service or termination of service;
  - b. Fine the employee for misconduct or order compensation to be paid to the Complainant.
- If it is found that the Complainant has made a false or malicious allegation of sexual harassment, the Committee shall recommend that action be taken against the employee who made the false or malicious allegation. The Committee may at its discretion recommend, that the Company:
  - a. Initiate disciplinary action against the employee which may include a warning, reprimand, censure, withholding of promotion or increments, community service or termination of service;
  - b. Impose fines or penalties on the employee for misconduct.
- Any disciplinary action taken against the Complainant in such a situation will be taken only pursuant to an Inquiry conducted.
- An employee aggrieved by the recommendation of the Committee, may within ninety (90) days of receipt of the same, prefer an appeal to a court or tribunal in accordance with the provisions of the Act.

#### 1.1.9 Questions and Queries

If you have any questions about what constitutes harassing behavior, please feel free to direct your questions to any member from the HR Department or the Committee.