



**GreenCell Mobility Private limited**

**EMPLOYEE "FAIR PLAY" AND "EQUAL OPPORTUNITIES"  
CODE**



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## Employee "Fair play" and "Equal Opportunities" Code

### Introduction

The term 'GREENCELL or 'Company' used in this code means GreenCell Mobility Private Limited.

GREENCELL's quest for competitive excellence consists of our commitment to lawful and ethical conduct and adhering to our core values. To respect every individual and be humble in our conduct remains one of our core values.

GREENCELL is committed to provide a safe and conducive work environment to all its employees. Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behaviour will be attributed to the Company and can affect its inward and outward reputation. The environment shall be supportive of the dignity and self-esteem of individuals and free from harassment of any kind.

A discrimination-free workplace for employees provides the environment in which diverse talents can flourish and be nurtured. This is achieved by ensuring that a non-discrimination policy and practice is embedded across the Company in line with corporate principles and benchmarked business practices.

We at GREENCELL do not believe nor encourage discrimination in employment which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation, and is made on the basis of " caste, disability, gender, race, colour, sexual orientation, age, ancestry, marital status, religion, political opinion, national extraction or social origin".

We do not engage in or support direct or indirect discrimination in recruitment, compensation, access to training, promotion, termination or retirement based on caste, religion, disability, gender, age, race, colour, ancestry, marital status, sexual orientation or affiliation with a political, religious, or union organization or minority group.

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As a good corporate citizen, the Company is committed to a friendly and a gender friendly workplace. There is no discrimination based on gender, race, colour, sexual orientation, religion, political opinion, national extraction or social origin of individuals, and equality of opportunity is provided to all employees to develop personally and professionally. Being a meritocratic environment, we honour and recognise ‘exhibited performance’ and ‘potential to deliver’ as the cornerstones for all reward and recognition opportunities.

Under this Code, harassment of any kind including sexual harassment is forbidden. Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behaviour to be normal or acceptable and of whether the harassed person has the opportunity to avoid the harassment.

GREENCELL is committed to create a work environment that is open, honest and free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work.

Employees shall be treated with dignity and in accordance with the Company’s policy to maintain a work environment free of sexual harassment, whether physical, verbal or psychological.

GREENCELL has adopted Care and Dignity Policy to prohibit, prevent or deter the commission of acts of sexual harassment at workplace. Please refer GREENCELL Care and Dignity Policy for protection against sexual harassment at workplace and for prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

### **Policy Statement of Equal Opportunities**

The Company confirms its commitment to a complete policy of equal opportunities in employment, in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the Company. In the area of people management, the organization is formally committed to ensuring that all employees regardless of their gender race, colour, sexual orientation, religion, political opinion, national extraction or social

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origin or age - receive equal treatment when it comes to opportunities for employment, advancement and training, as well as in terms of compensation. Continuing education and professional training programs are designed to enable all employees, regardless of gender, to expand their skills set and, in so doing, enhance their employability and contribute to the performance of the Company.

The Company has determined that all applicants for employment or for admission, and subsequently staff at work or on a course of training at the Company, should be made aware of the Company's commitment to equal opportunities and the removal of unlawful discrimination and other forms of discrimination which is good practice to prevent.

The Policy statement and all succeeding good practice will be equally applicable to all areas of the Company. Equal opportunities shall apply to all aspects of the Company's academic, environment and cultural activities and will apply to all persons irrespective of their contractual employment with the Company.

### **Applicability**

This Policy applies to all the employees, workers and trainees (whether in the office premises or outside while on assignment) of the Company and where harassment occurs against an employee or worker or trainee of GREENCELL as a result of an act by a employee, third party or outsider while on official duty, we will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

### **What is Harassment?**

Harassment includes such unwelcome behaviour, as physical contacts and advances, making derogatory remarks against basic human values, sexually or racially coloured remarks, showing pornography and sexual demands whether by words, gestures or actions. Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

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Harassment includes such unwelcome behaviour (whether directly or by implication) such as:

- (a) Making any disparaging remarks against anyone’s religion, cast creed colour;
- (b) Remark against one nationality;
- (c) Remark against a person’s physical appearance;
- (d) physical contact and advances;
- (e) a demand or request for sexual favours;
- (f) sexually coloured remarks;
- (g) showing pornography;
- (h) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace. Harassment cases can be classified into two categories - **quid pro quo** and creation of a **hostile working** environment.

- (a) Under the quid pro quo (meaning this for that) form of harassment, a person or authority, usually the superior of the victim, demands sexual or such other unfair favors for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met.
- (b) A hostile work environment arises when a co-worker or supervisor creates a work environment through verbal or physical conduct that interferes with another co-worker’s job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity. For example an employee tells offensive jokes or makes disparaging remarks on a person’s religion cast or colour. No person shall indulge or caused to be indulged under instructions from superior in harassment of co-workers.

However, an employee who is harassed can complain about the same even if there is no adverse job consequence.

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### If you are being harassed / victimized:

- (a) Tell the accused that his / her behaviour is unwelcome and ask him/her to stop.
- (b) Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately.
- (c) File a complaint as soon as possible. If, after asking the accused to stop his / her behaviour, the harassment continues, report the abuse to the Complaints Committee formed for this purpose.
- (d) For complaint relating to sexual harassment please refer the provisions under Care and Dignity Policy.

### The Complaints Committee

A Complaints Committee has been formed consisting of the following:

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Mr. Vinay Balan	Head - HR
2.	Ms. Nishtha Narang	Head - Legal
3.	Mr. Sumit Mittal	Head - HCF

### Dealing with the Complaint

- It is the obligation of all employees to report harassment experienced by them personally. A concerned co-worker may also inform the Complaints Committee of any instance or behaviour of harassment by a co-worker towards another employee.
- The concerned employee shall give his or her complaint in writing to the Chairperson of the Committee giving details of the incident within a week of its occurrence.
- Once the complaint is received, it will be kept strictly confidential.
- The person accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
- The Committee shall ensure that a fair and just investigation is undertaken immediately.

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- Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been harassed as claimed, the accused will be disciplined accordingly.
- The victim of harassment has the option to seek transfer of the accused or his/her own transfer.

### **Disciplinary Action**

Where any misconduct is found by the Compliant Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.

### **Confidentiality**

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

### **Protection against retaliation**

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of harassment, the Complaints Committee shall ensure that the Complainant or the witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

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### **Documentation**

The Complaint Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant’s and the accused’s files with the full report of the Complaints Committee.

### **Dissemination of the Policy**

A copy of this Policy shall be given to all employees and to all new recruits and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy.

### **Complaints made with a malicious intent**

This Policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the Company and to settle personal/professional scores, strict action will be taken against the complainant. The employees who are victims of harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.