



**TAB**

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ANTI HARASSMENT  
POLICY

## ANTI HARASSMENT POLICY

### Objective

"TAB India" is committed to providing employees with an environment free of harassment. This policy provides guidelines to all employees to ensure gender equality and an organizational climate free from discrimination and harassment, with a focus on sexual harassment.

### Scope and Applicability

This policy applies to all employees of TAB India without regard to whether the harasser is an executive, a supervisor, a co-worker, a customer, or a vendor. It applies to all terms and conditions of employment, including but not limited to, hiring, promotion, termination, transfer, leaves of absence, compensation and training.

### General Guidelines

- 1) TAB India observes a 'Zero Tolerance' policy against any form of harassment based on race, gender, age, disability, religion, color, language, ethnicity, sexual orientation, or status in any group protected by central or state laws.
- 2) This policy, prohibiting sexual harassment in any form, applies equally to both genders, and it applies without regard to sexual orientation.
- 3) Sexual Harassment is considered an act of misconduct; therefore, violation of the company policy prohibiting harassment may subject an individual to disciplinary action, up to and including termination.
- 4) Sexual harassment is defined as any unwelcome sexually determined behavior (whether direct or by implication) such as
  - a) Physical contact and advances, either physical or non-physical
  - b) A demand or request for sexual favors
  - c) Sexually colored remarks or innuendoes.
  - d) Displaying pornography
  - e) Distribution of written or graphic material pertaining to sex
  - f) Repeated use of sexual profanities
  - g) Any other unwelcome "sexually determined behavior" be it physical, verbal or non-verbal conduct of a sexual nature,  
Explanation 1: Unwelcome "sexually determined behavior" shall include but not be limited to the following instances:
    - h) Where submission to or rejection of sexual advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
    - i) Such advances, requests or conduct (whether direct or implied) have the purpose or effect of interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.  
Explanation 2: Creating a "hostile work environment" means:
      - j) Creating a workplace where Sexual Harassment may go unheeded, where despite complaints no action is taken, where there is a nexus between the accused/aggressor & higher management, and where complainant is placed under fear, disadvantage or threat of victimization.
      - k) It will also mean Retaliation which includes:
        - (1) Marginalizing someone in the workplace with regard to his / her roles and responsibilities
        - (2) Social ostracizing
        - (3) Intimidating someone physically, psychologically, emotionally or someone close to or related to the victim
        - (4) Spreading canard or baseless rumors
  - l) And any other behavior that may commonly be construed as retaliatory.