




Internal Communications

Prevention of Sexual Harassment of Women at Workplace Policy

TRF Limited believes that it is the responsibility of the Company to provide safe and secure working environment to all female employees working within its premises. The Company denounces any behaviour which makes women employees feel that their career, performance and employment will be jeopardised.

TRF will constantly foster a culture that enables women employees to comfortably perform to their full potential with pride and without fear of any gender bias. The Company will set up processes that will provide support and confidence to the female employees to come forward and report any such behaviour that may tantamount to sexual harassment.


6/7/2011

(Sudhir Deoras)
Managing Director

Guidelines on Prevention of Sexual Harassment of Women at Workplace

1. Objective

To create a more productive atmosphere for women at workplace by assuring them that the management takes a zero-tolerance approach towards those indulging in any form of sexual misconduct.

To define guidelines, process and authorities to prevent sexual harassment of women at work place.

2. Policy

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3. Definition

Sexual harassment has been defined as such unwelcome sexually determined behaviour (whether directly or by implication) such as:

- a) Physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) Showing pornography
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

4. Process

- a. Company has constituted Sexual Harassment Prevention Committee. Details of the committee members are in annexure. This committee must have 50% or more women representative.
- b. Female employees, facing such sexually determined behaviour are requested to report in writing to any of the member or convenor.
- c. All such complaints are recorded and proper investigation is conducted.
- d. Depending on the gravity of the complaints, it is discussed with Business / Functional heads and in case of minor issue the same is resolved to the satisfaction of female employees.
- e. For major complaints, the same is discussed among the members of SHPC during regular meeting or even extraordinary meeting may be called for resolution of same.
- f. The convenor should conduct meeting of the SHPC once in every three months and present complaint register and update the members regarding new complaints.

- g. Sexually determined behaviour will be considered as major misconduct and disciplinary action will be initiated accordingly as per company standing order.
- h. If sexual harassment is done by third party or outsider, then employer will provide all support to the victim in terms of preventive action,

Annexure

Sexual Harassment Prevention Committee

S.No.	Name	Position	Contact number	Mail id
1	Mrs. P Kharkar	Chairperson	0657 - 2223538	pradnya.kharkar@gmail.com
2	Mrs. Devika Singh	Member	9431303980	devika_singh@yahoo.co.in
3	Mrs. Alka Arvind Kumar	Member	0657 - 22268278	vvsprincipal@sify.com
4	Dr. Archana Srivastava	Member	0657 - 3046262	archana.srivastava@tef.co.in
5	Mrs. Rashmi Agrawal	Permanent Invitee	033 - 44033512	rashmi.agrawal@trf.co.in
6	Mr. Mukesh Prasad	Member	0657 - 3046568	mukesh@trf.co.in
7	Mr. Praneet Kumar	Member	0657 - 3046507	praneet.kumar@trf.co.in
8	Mr Rajen Sahay	Member	0657 - 3046407	rajen.sahay@trf.co.in
9	Mr. M H Usmani	Convenor Member	0657 - 3046226	mh_usmani@trf.co.in