



**CAB - EEZ INFRA TECH PVT. LTD.**

Regd. Add: Office No. G & E - 105, 1<sup>st</sup> Floor, Marwah Complex, Krishna Lal Marwah Marg, Saki Naka, Andheri East, Mumbai – 400072  
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**HRD/POL-DOC/23-24/002**  
**Created on: March, 2020**

**CAB-EEZ INFRA TECH PVT. LTD.**

**#WOMEN'S SAFETY AND SEXUAL HARASSMENT AT THE WORKPLACE/ VERSION 1.04**  
**(V 1.04)**



Sl. No.	Financial Year	Total no. of Employees	No. of Women Employees	Scope of the Policy	Policy Status	No. of Reported Cases	Filed By	Date	Reviewed by	Date
1	2019 - 2020	03	00	All Employees	In Force	0	Indraneel Chakravarty	20-03-2020	Kuldip Ghosh	31-03-2020
2	2020 - 2021	09	03	All Employees	In Force	0	Indraneel Chakravarty	22-03-2021	Kuldip Ghosh	31-03-2021
3	2021 - 2022	11	03	All Employees	In Force	0	Indraneel Chakravarty	21-03-2022	Kuldip Ghosh	31-03-2022
4	2022 - 2023	13	05	All Employees	In Force	0	Indraneel Chakravarty	22-03-2023	Kuldip Ghosh	31-03-2023
5	2023 - 2024	18	05	All Employees	In Force	NA	Indraneel Chakravarty	12-03-2024	Kuldip Ghosh	15-03-2024



## **WOMEN'S SAFETY AND SEXUAL HARASSMENT AT THE WORKPLACE**

### **IN CAB - E**

#### **Sexual harassment at the workplace results in violation of the fundamental rights of a woman**

- to equality under Articles 14 and 15 of the Constitution of India
- to life and to live with dignity under article 21 of the Constitution
- to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

Protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on 25 June 1993 by the Government of India.

**CAB - E INFRA TECH PRIVATE LIMITED** is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and in a harassment free workplace to all employees without regard to race, caste, religion, color, ancestry, marital status, gender, age, nationality, ethnic origin or disability. The Company also believes that all employees of the Company have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving an employee or employees is a grave offence and is therefore, punishable

This Policy extends to all employees of CAB-E and any other company which may be incorporated in future with applicability of CAB-E HR policies - hereinafter referred to as 'Company' / 'Organization' in this policy. It is deemed to be incorporated in the service conditions of all employees of the Company in India. Local country laws will take precedence over this policy, in other geographies, if applicable.



1. **Introduction**
2. **Scope**
3. **Definitions**
4. **Workplace:**
5. **Roles and Responsibilities**
6. **Redressal Mechanism – Formal Intervention**
7. **Internal Complaints Committee (Henceforth known as ‘committee’)**
8. **Committee Members**
9. **Lodging a Complaint**
10. **Receiving a Complaint (guidelines)**
11. **Resolution procedure through conciliation**
12. **Resolution procedure through formal inquiry**
13. **Manner and Procedure of inquiry into complaint:**
14. **Interim relief**
15. **Termination of Inquiry**
16. **Action to be taken after inquiry**
17. **Complaint unsubstantiated**
18. **Complaint substantiated**
19. **Penal Consequences of Sexual Harassment**
20. **Malicious Allegations**
21. **Confidentiality**
22. **Appeal**
23. **Awareness**
24. **Legal Compliance**
  - Member - Mr Indraneel Chakravarty



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**VERSION CONTROL HISTORY:**

Policy Document Name	WOMEN'S SAFETY AND SEXUAL HARASSMENT AT THE WORKPLACE/ VERSION 1.04 (V 1.04)	<b>CAB - E INFRA TECH PVT. LTD.</b>			
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Version Change:	New Document ID:	Created by:	Verified by:	Approved by:	Version Change Date:
Version 1.01 (v 1.01)	HRD/POL-DOC/20-21/002	Rinu Saroj	Indraneel Chakravarty	Kuldip Ghosh	Mar, 2021
Version 1.02 (v 1.02)	HRD/POL-DOC/21-22/002	Rinu Saroj	Indraneel Chakravarty	Kuldip Ghosh	Mar, 2022
Version 1.03 (v 1.03)	HRD/POL-DOC/22-23/002	Rinu Saroj	Indraneel Chakravarty	Kuldip Ghosh	Jan, 2023
Version 1.04 (v 1.04)	HRD/POL-DOC/23-24/002	Rinu Saroj	Indraneel Chakravarty	Kuldip Ghosh	Mar, 2024

