
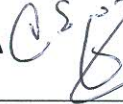
	STANDARD PROCEDURE	Prepared by: Aniruddha Kunte  Approved by: RONALD C. SEQUEIRA 
HR/POL/010/06-2015/Sexual Harassment Policy	GSK PREVENTION OF SEXUAL HARASSMENT POLICY	Effective Date: June 3, 2015

1. Purpose

GSK is committed to the principles of equal opportunity and equality of treatment. Each employee is entitled to equal respect and dignity. We have established competitive employment policies, practices and benefits reflecting its status as a leading healthcare company and its desire to attract develop and retain the best people.

As equal opportunity employer, GSK aims to provide a work environment that is free of sexual harassment whether physical, verbal or psychological and free of gender-based discrimination.

The GSK Code of Conduct forbids sexual harassment as well as discrimination of an employee on the basis of color, religion, gender, age, ethnic or national origin, disability etc. Every employee has the right to work in an environment free from harassing, intimidating or offensive behavior and in which issues of harassment will be resolved without fear of reprisal. Sexual harassment is a violation of human rights and an infringement on life, liberty and security of persons as defined by Constitution of India.

The Supreme Court of India, in 1997, in the Vishaka Judgment, acknowledged sexual harassment at the workplace as a human rights violation under Articles 14, 15 and 21 of the Constitution of India, and amounts to violation of right to freedom as contemplated in Article 19(1) (g).

The court has laid down guidelines making it mandatory for organizations to provide a mechanism to redress grievances pertaining to workplace sexual harassment, GSK has implemented these guidelines, constituted committees and other redressal mechanism.

The Government of India has promulgated "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act," 2013 (the Act)

In order to implement the various provisions of the Act and to ensure that the Company provides protection against Sexual Harassment, GSK Pharmaceuticals Limited (the Company) has created a policy known as "GSK Prevention of Sexual Harassment Policy (the Policy)

2. Objective

The objective of the policy is to provide protection against sexual harassment at the workplace and for the prevention and redressal of complaints of sexual harassment.

All individuals associated with GSK are required to exercise their power and authority to create and promote an environment that secures the employees of both genders these rights and ensures the safety and security of all employees working in the establishment.

3. Scope

The GSK Prevention of Sexual Harassment Policy covers every individual (whether employee or not) across the Organization and includes but not limited to regular, temporary, ad hoc employees, individuals engaged on daily wage basis, either directly or through an agent, contract labour, co-workers, probationers, trainees, and apprentices including individuals working in honorary, on deputation, retainership or in consultancy capacity whether working in its offices, manufacturing sites or branch offices located across India.

4. Policy

➤ Definition – What Constitutes Sexual Harassment ?

'Sexual harassment' means and includes sexually determined behavior (whether directly or by implication) such as any unwelcome physical contact and advances, demand or request for sexual favors, making sexually colored remarks, display of pornography and any other unwelcome physical, verbal or non verbal conduct of a sexual nature, from persons of the same or opposite sex.

Any of the following behavior including but not limited to is considered inappropriate, during and in the course of employment and is liable for disciplinary action:

- A demand or request for sexual favors.

- Sexually colored remarks.
- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about present or future employment;
- Interference with work or creating an intimidating or offensive or hostile work environment;

The list of instances mentioned above is illustrative and not exhaustive.

Any such or similar behavior or act which may be perceived as sexual harassment by the aggrieved individual may be considered so, if agreed by the Internal Complaint Committee (in short hereafter known as ICC) as per the provisions of the Act. Such conduct, as mentioned can be humiliating and may constitute a health and safety problem. Employer will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

➤ **Internal Complaints Committee (ICC) (Annexure I)**

As required under the Act, we have constituted committee known as "Internal Complaint Committee" (ICC) for different regions/factory site. The committees, are constituted at Worli, Nasik, Bangalore, New Delhi and Kolkata .

The committee comprises of :

- a) Presiding officer- who shall be a woman employed at a senior level from amongst the employees. For the administrative/branch offices/manufacturing sites, if a senior level woman employee is not available then Presiding officer shall be nominated from other offices.
- b) Not less than two members from amongst employees and
- c) A member from an Non-Governmental Organization (NGO)
- d) Minimum 50% of the committee should be female members.

The ICC Mumbai will cover all individuals working at Worli office in commercial, GMS, GSK Asia and all employees located in West selling area.

The ICC Bangalore will cover all individuals working at CDOC, QSI offices in Bangalore, Branch office Chennai, Branch office Hyderabad and all employees located in South selling area.

The ICC Nasik will cover all individual employees working at Nasik factory and GSK Asia- Nasik site.

