

SEXUAL HARASSMENT POLICY

14.1 SCOPE

The objective of this Policy is to create a safe working environment for all women, which is free of harassment, abuse and intimidation with a view toward fulfillment of their right to work with dignity. The Bank's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. The Bank intends to maintain a workplace free of threatening, intimidating or harassing conduct, including sexual harassment. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

The Bank is committed to provide a work environment for all employees characterized by cooperation and professionalism, free from any unlawful conduct.

14.2 CODE OF CONDUCT

The Bank has implemented the code of conduct as prescribed under the Protection against Harassment of Women at Workplace Act, 2010 and constituted an inquiry committee to look into the complaints under the code of conduct of the legislation.

14.3 SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment;

14.4 WHAT IS NOT SEXUAL HARASSMENT

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

14.5 RIGHT IN CASE OF SEXUAL HARASSMENT

If anyone feels that he/she has been the recipient of sexually harassing behavior, report it immediately to the Group Head Human Resource Division under this policy or to Group Head Audit & RAR under Whistle Blowing Policy. It is desirable to make a complaint in writing, however, identity of employee will be protected and she/he will not be retaliated against for making a complaint.

14.6 INVESTIGATION OF COMPLAINT AND DISCIPLINARY ACTION

The BOP shall follow procedures as defined in Protection against Harassment of Women at Workplace Act, 2010 for investigation through inquiry committee and disciplinary action. Depending on the complexity of the investigation, inquiry committee shall submit its findings and recommendations to the competent authority within thirty days of the initiation of the inquiry. The committee shall recommend disciplinary action against accused ranging from a warning to termination.