



HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

A JOINT VENTURE OF GOVERNMENT OF HARYANA AND MINISTRY OF RAILWAYS

अनंत अवसरों का रेल संपर्क

HRIDC's Policy on Gender Equality and Prevention of Sexual Harassment at Workplace

CONTENTS

1.	HRIDC's Gender Equality Statement	3
2.	Definitions	3
3.	Purpose and Scope.....	4
4.	Internal Complaints Committees and its Composition	5
5.	Power and Function of the Internal Complaints Committee	5
6.	Internal Complaints Committee Procedures for Compliant, Conciliation, Inquiry & Findings.....	6
6.1	Complaint of Sexual Harassment	6
6.2	Conciliation	7
6.3	Inquiry into Complaint	7
6.4	Recommendations of Internal Complaints Committee during pendency of inquiry	8
6.5	Inquiry Report	8
7.	Punishment for false or malicious complaint and false evidence.....	9
8.	Determination of Compensation	9
9.	Prohibition of Publication or making known contents of complaints and inquiry proceedings and penalty therefor	9
10.	Appeal	10
11.	Responsibilities of HRIDC	10
12.	Miscellaneous Provisions	11

1. HRIDC's Gender Equality Statement

At Haryana Rail Infrastructure Development Corporation (HRIDC) Ltd, we value a workplace that is diverse, safe, inclusive, and rewarding for all staff. We are committed to a work environment where all persons are valued irrespective of rank or age and are encouraged to achieve their fullest personal and professional growth. We make every effort to ensure equal professional treatment for our staff, whether at HRIDC and its projects including Haryana Orbital Rail Corridor(HORC) project. We do not tolerate any form of misconduct or discrimination on the basis of age, religion, caste, sex, gender, or sexual orientation.

HRIDC has framed this policy ("Gender Equality Policy") to promote a safe and secure work environment, where no person, female, male or transgender is subjected to sexual harassment and to further its values of equality, dignity, and inclusion, as enshrined in its Equality Statement. This Policy has been framed in line with the provisions of the "**Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013**" (hereinafter referred to as "**the Act**"), and the "**Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Rules, 2013**" (hereinafter referred to as "**Rules**")¹. Though the Act and Rules protect only woman and is not gender neutral, HRIDC's Gender Policy lays out the policies and procedures to prevent, prohibit and deter sexual harassment of both woman and men at HRIDC and its projects including HORC Project. It outlines the procedure for redressing complaints of such harassment.

2. Definitions

"Act" refers to the *Sexual Harassment of Woman at Workplace (Prevention, Prohibition, and Redressal) Act, 2013*.

"Applicable Laws" means all current and future applicable laws, by-laws, rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgments, decrees or other requirements or official directives in force in the Republic of India.

"Aggrieved Woman" means in relation to a workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

"Complaint" means any complaint (written or oral form) made by a female employee against any other employee within HRIDC or any third-party having business dealing with HRIDC.

¹ HRIDC's Gender Policy is for the protection of its employees and employees of General Consultant (GC) from sexual harassment at the workplace and is in addition, and not in derogation, to the existing laws of India relating to sexual harassment and other applicable laws.

“Employer” refers to the Haryana Rail Infrastructure Development Corporation Limited (HRIDC).

“Employee” means any short-term employee, regular employee, consultant, intern, or contract worker hired by HRIDC.

“Internal Committee” means an Internal Complaints Committee formed by HRIDC for redressal of complaints of Sexual Harassment in accordance with the procedure laid down in this policy.

“Incident (s)” refers to the act(s) of sexual harassment that the Aggrieved Person alleges they were subjected to.

“Rules” refers to the *Sexual Harassment of Woman at Workplace (Prevention, Prohibition, and Redressal) Rules, 2013*.

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviours, whether actual or by implication:

1. unwelcome physical contact or advance; or
2. a demand or request for sexual favours; or
3. making sexually coloured remarks; or
4. showing or sharing pornography; or
5. any other unwelcome physical, verbal, non-verbal or electronic conduct of a sexual nature.

In addition, the following circumstances if they occur, or are present in relation to, or connected with, any act or behaviour of sexual harassment, may also amount to sexual harassment:

- a. implied or explicit promise of preferential treatment in employment; or
- b. implied or explicit threat of detrimental treatment in employment; or
- c. implied or explicit threat about present or future employment status; or
- d. interference with work or creating an intimidating, or offensive, or hostile, work environment.
- e. humiliating treatment likely to affect the employee’s health or safety.

“Respondent” means the person against whom the Aggrieved Woman has made a complaint of sexual harassment.

“Workplace” includes HRIDC and GC premises, its site project office and in the course of her/his employment, any other premises visited or used by an employee or while travelling to such premises using transportation provided by HRIDC.

3. Purpose and Scope

The Purpose of this Policy is to provide protection against sexual harassment of woman at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

This Policy is binding on: 1. all employees of HRIDC; and 2. All projects including HORC Project or in the workplace, including contractors and visitors.

4. Internal Complaints Committees and its Composition

- i) In accordance with the Act, the HRIDC's Internal Complaints Committee comprises the following members who are appointed by the Competent Authority of HRIDC:

Chairperson	A senior woman HRIDC employee
Members	Not less than two members from among HRIDC employees
External member	From an NGO or institution committed to the cause of woman or gender equality, a lawyer, or a person familiar with issues related to sexual harassment

- a. At least half the members of the Internal Complaints Committee should be woman.
 - b. The initial term of members should not extend beyond three years from the date of her/his appointment. Members may be reappointed.
 - c. The quorum for conducting an inquiry will be three members, including the Chairperson. Attendance may be in person or through video or audio conferencing. In the absence of the Chairperson, the Managing Director, HRIDC may appoint any other member as the Acting Chairperson.
- ii) The membership of the Internal Complaints Committee is listed in Annexure-1.
- iii) The external member will be entitled to the reimbursement of travel costs, where applicable, in connection with the proceedings of the Internal Complaints Committee.
- iv) A member may be removed from the Internal Complaints Committee by the Managing Director, HRIDC for reasons prescribed in the Act.²
- v) If a member of the Internal Complaints Committee is unable to discharge her/his functions under this Policy, she/he will immediately communicate this in writing to the Managing Director, HRIDC.
- vi) In the event that a member is no longer able to fulfil her/his duties on the Internal Complaints Committee or is disqualified, a new member will be appointed in her/his place by the Competent Authority of HRIDC without delay.

5. Power and Function of the Internal Complaints Committee

To implement this policy, the Internal Complaints Committee will have the following powers and functions:

- i) To receive, process, make appropriate inquiry into and dispose of after due consideration, and with suitable recommendations for action, complaints of sexual harassment, filed by an aggrieved woman or a complainant.
- ii) To keep complete and accurate records of any complaint, its investigation and resolution. Such records will be overseen by the Chairperson of the Internal Complaints Committee and maintained by the Secretary of the Internal Complaints Committee.

² A member may be removed from the Internal Complaint Committee if the member: (a) contravenes the confidentiality requirements of the Policy; (b) has a pending disciplinary proceeding or conviction for offence; or (c) has abused her/his position in the judgment of the HRIDC's Managing Director.

- iii) To provide, in every financial year, an Annual Report of its activities to the Managing Director of HRIDC. This annual report should contain the following information:
 - a. number of complaints of sexual harassment, if any, received in the year;
 - b. number of complaints resolved in the year;
 - c. number of cases pending for more than 90 days;
 - d. nature of the action(s) taken by HRIDC;
 - e. number and short descriptions of workshops or awareness programmes on sexual harassment and woman's safety carried out at HRIDC.
- iv) To do all such acts and things as may be necessary to carry out the objectives of this Policy.

6. Internal Complaints Committee Procedures for Compliant, Conciliation, Inquiry & Findings

6.1 Complaint of Sexual Harassment

- (i) The complaint of sexual harassment at the workplace can be made by an aggrieved woman to the Internal Complaints Committee within 3 months of the incident (or in case of series of incidents, within 3 months from the date of last incident), provided further that this time limit can be extended by 3 months, for the reasons recorded in writing, where the Internal Complaints Committee is satisfied that circumstances were there which prevented the woman from filing a complaint within the said period. It is further laid down that where such complaint can not be made in writing, the Internal Complaints Committee shall render all reasonable assistance to the woman to make the complaint in writing.
- (ii) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as prescribed in Rules 6 of the SHWW(PPR) Rules, 2013 may make the complaint.
- (iii) An aggrieved woman or a complainant is encouraged to make a written complaint upon the occurrence of an incident, or a series of incidents, or bring them to the attention of any member of the Internal Complaints Committee.
- (iv) The complaint should contain the following information:
 - a. the aggrieved woman's name, and, if applicable, the complainant's name;
 - b. the respondent's or Respondents' name(s);
 - c. alleged facts in relation to incident(s), including, if available, date, time, and location;
 - d. circumstances preceding and following the incident;
 - e. whether the aggrieved woman asked the respondent to desist from the unwelcome act(s);
 - f. names and address of witnesses, if any;
 - g. any other supporting documents or materials in whatever physical or digital format, including relevant emails, screenshots of text or social media messages, call details, photographs, and recordings; and h. the reasons for delay in filing the complaint, if any.
- (v) Six signed copies of the complaint are required to be filed with the Chairperson, who should confidentially circulate copies among other members, simultaneously provide a copy to the Managing Director, HRIDC.

- (vi) Upon receipt of the complaint, the Internal Complaints Committee will give one copy of the complaint to the respondent no later than seven working days from such receipt. The Respondent will then be required to file a reply to the complaint along with a list of witnesses and other supporting documents within ten working days from the receipt of the document by her/him. The respondent, the aggrieved woman, and the Complainant, as the case may be, and any witnesses, will be informed in writing of the date, time and venue of the inquiry.
- (vii) After distributing copies of the complaint to Members, the Chairperson will convene a meeting of the Committee without delay to commence the complaint redress process.
- (viii) In conducting the inquiry, a minimum of three members of the Internal Complaints Committee including the Chairperson shall be present.

6.2 Conciliation

- (i) Consistent with the Act, the Internal Complaints Committee may, before commencing an inquiry into any complaint, and at the behest of the aggrieved woman, take steps to settle the matter through conciliation, provided that a monetary settlement is not the basis for such conciliation.
- (ii) If a settlement is reached between the aggrieved woman and the respondent, its details will be recorded by the Internal Committee, with copies co-signed by each party being distributed to the parties, filed with the Secretary of the Committee, and shared with the Managing Director, HRIDC.
- (iii) In case of any such settlement, no further inquiry into the complaint will be conducted by the Internal Complaints Committee.

6.3 Inquiry into Complaint

- (i) Subject to the provisions of section 10 of the Act, Internal Complaints Committee shall conduct inquiry into the complaint as per service rules applicable to the respondent. Also where the aggrieved woman informs the Internal Complaints Committee that the

respondent has not complied with any terms or condition of the settlement arrived at under section 10, the Internal Complaints Committee shall proceed to make an inquiry into the complaint. Provided further that where the parties are employees, the parties shall during the course of the inquiry be given an opportunity to be heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.

- (ii) For the purposes of making inquiry, the Internal Complaints Committee shall have the same power as are vested in the civil court under the Code of Civil Procedure, 1908, when trying a suit in respect of following matters, namely:-
 - (a) summoning and enforcing the attendance of any person and examining him under oath;

- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

- (iii) The enquiry shall be completed by the Internal Complaints Committee within a period of 90 days.

6.4 Recommendations of Internal Complaints Committee during pendency of inquiry

- (i) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Complaints Committee may recommend the Competent Authority of HRIDC to –
 - (a) transfer the aggrieved woman or the respondent to any other workplace, or
 - (b) grant leave to the aggrieved woman up to a period of three months, or
 - (c) grant such other relief to the aggrieved woman as may be prescribed.
- (ii) On the recommendation of Internal Complaints Committee as above, HRIDC shall implement the recommendations and send the report of such implementation to the Internal Complaints Committee.
- (iii) The other reliefs that may be granted to the complainant by the Internal Complaints Committee during the pendency of the inquiry are specified in Rules 8 of SHWW (PPR) Rules, 2013.

6.5 Inquiry Report

- (i) The Internal Complaints Committee shall submit a written report of its findings and recommendations to the Managing Director of HRIDC within ten days from the date of completion of inquiry and such report shall be made available to the concerned parties.
- (ii) Where the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Managing Director of HRIDC that no action is required in this matter.
- (iii) Where the Internal Complaints Committee arrives at the conclusion that allegation against the respondent has been proved, it shall recommend to the Managing Director of HRIDC-
 - (a) to take action for sexual harassment as a misconduct in accordance with provisions of the service rules applicable to the respondent.
 - (b) to debit, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine in accordance with the provisions of section 15 of the Act. Provided that in case HRIDC is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman. Provided further that in case the respondent fails to pay the sum, the Internal Complaints Committee may forward the order for

recovery of the sum as an arrear of land revenue to the concerned District Officer.

- (iv) HRIDC shall act upon the recommendation within sixty days of its receipt by him.

7. Punishment for false or malicious complaint and false evidence

- (i) Where the Internal Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Managing Director of HRIDC to take action against the woman or the person who has made the complaint under section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as laid down in Rule 10 of SHWW (PPR) Rules, 2013. Provided that mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant. Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.
- (ii) Where the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to such witness or where no such service rules exist, in such manner as may be prescribed.

8. Determination of Compensation

- (i) For the purpose of determining the sums to be paid to the aggrieved woman under section 13, the Internal Complaints Committee shall have regard to-
 - (a) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
 - (b) The loss in career opportunity due to the incident of sexual harassment;
 - (c) Medical expense incurred by the victim for physical or psychiatric treatment;
 - (d) The income and financial status of the respondent;
 - (e) Feasibility of such payment in lump sum or in instalments.

9. Prohibition of Publication or making known contents of complaints and inquiry proceedings and penalty therefor

- (i) Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and address of the aggrieved woman, respondent and witness, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Complaints Committee and the action taken by HRIDC under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this

Act without disclosing the name address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

- (ii) Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendation or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to him.

10. Appeal

- (i) Any person aggrieved from the recommendations made under section 13(2) or clauses (i) or (ii) of section 13(3) or sub-sections (1) or (2) of section 14 or section 17 or non-implementation of such recommendations, may prefer an appeal to the Court or Tribunal in accordance with the provisions of service rules applicable to the said person. The appeal shall be preferred within a period of ninety days of the recommendations.

11. Responsibilities of HRIDC

As per Section 19 of the Act, HRIDC shall-

- (i) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (ii) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee under sub-section (1) of section 4;
- (iii) organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Complaint Committee in the manner as may be prescribed;
- (iv) provide necessary facilities to the Internal Complaints Committee for dealing with the complaint and conducting an inquiry;
- (v) assist in securing the attendance of the respondent and witness before the Internal Complaints Committee;
- (vi) make available such information to the Internal Complaints Committee as it may require having regard to the complaint made under section 9(1);
- (vii) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- (viii) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

- (ix) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (x) monitor the timely submission of report by the Internal Complaints Committee.

12. Miscellaneous Provisions

- (i) In terms of section 21 of this Act, the Internal Complaints Committee shall prepare an annual report in each calendar year as per the provisions of Rule 14 of the SHWW (PPR) Rules, 2013, and submit the same to the Managing Director, HRIDC.
- (ii) In terms of section 22 of the Act, the HRIDC shall include in its report the number of cases filed, if any, and their disposal under the Act, in the annual report of HRIDC.



हरियाणा रेल अवसंरचना विकास निगम लिमिटेड

(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)

HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION Ltd.

(A JOINT VENTURE OF GOVERNMENT OF HARYANA AND MINISTRY OF RAILWAYS)

No. HRIDC/371/Internal Committee/295-H/ 2025

Dated: 23.05.2025

Office Order No. 162/2025

An Internal Complaint Committee has been nominated in HRIDC to enquire into the complaints to be received under the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

S. No.	Name of the official	Designation
1.	Ms. Abha Gupta	DGM/P&D/HRIDC – Chairperson
2.	(i) Ms. Priya Bareja	CS/HORC – Member
	(ii) Sh. Raju Solanki	OSD/HRIDC – Member
3.	Ms. Nikita Sharma	Sr. Manager/Law/RailTel – External Member

The email id for reporting complains is shebox@hridc.co.in.

This issues with the approval of the Competent Authority.

At Kumar
23/05/2025
GM (HR)
For MD/HRIDC

Copy for kind information to:

1. PS to MD/HRIDC – for kind information of MD/HRIDC
2. Director (P&P), Director (BD&F), PD/GC, GGM/Plg/HRIDC
3. All GMs/CPMs/AGMs/HRIDC
4. GM/Admin/RailTel
5. All JGMs, DGMs, Company Secretary/HRIDC
6. Officials Concerned
7. Notice Board

Plot No.16, IRCON International, Tower-2, Sector-32, Gurugram, Haryana 122018

Email: hrc-spv@hridc.co.in Website: www.hridc.co.in