



INTER STATE OIL CARRIER LIMITED

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CIN-L15142WB1984PLC037472

POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH) OF WOMEN AT WORKPLACE

1. POLICY STATEMENT

Inter State Oil Carrier Limited (ISOCI) is committed to providing a safe, respectful, and harassment-free workplace for all employees. We believe that our people are central to our success, and we promote a work environment where everyone is treated with dignity and respect.

This policy is formulated in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and the rules framed thereunder. While this policy covers key aspects of the Act, the provisions of the Act shall prevail in case of any conflict or clarification.

2. OBJECTIVES

- Ensure a safe and healthy working environment for women employees.
- Prevent and address all forms of sexual harassment at the workplace.
- Encourage employees to report harassment freely, in good faith, and without fear of retaliation.
- Promote awareness and understanding of respectful workplace behavior.

3. SCOPE

This policy applies to:

- All employees of ISOC, including permanent, temporary, contract, and trainee employees.
- Consultants, vendors, and visitors within the workplace premises.
- Work-related activities outside the office, including travel, client meetings, and virtual work interactions.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to:

- Unwelcome physical contact and sexual advances.
- Demand or request for sexual favors.
- Sexually colored remarks, gestures, or jokes.
- Showing pornography or sexually explicit material.
- Any other unwelcome verbal, non-verbal, or written conduct of a sexual nature.

5. ROLES AND RESPONSIBILITIES

Employees:

- Treat colleagues with respect and dignity.
- Report harassment incidents promptly.
- Cooperate during investigations.

Managers/Supervisors:

- Ensure a safe workplace and respond to complaints seriously.
- Avoid retaliation or intimidation against complainants.

Human Resources:

- Provide guidance and support to complainants.
- Ensure confidentiality and maintain records.

Internal Complaints Committee (ICC):

- Investigate complaints impartially.
- Maintain confidentiality and complete inquiries within prescribed timelines.

INTERNAL COMPLAINTS COMMITTEE (ICC)

In accordance with Section 4(3) of the POSH Act, the ICC has been reconstituted for the calendar year 2025–2026 by the Board of Directors on 28th March 2026. Members of the ICC serve for a term of three years.

Name	Position held in ICC
Ms. Rashmi Sharma	Presiding Officer
Mr. Haradhan Banerjee	Member
Mr. Rakesh Indoria	Member
Mrs. Pooja Jewrajka	External Member- Lawyer

Women employees who believe they have been subjected to sexual harassment may approach any of the above members.

7. COMPLAINT MECHANISM

7.1 Procedure to Register Complaints

- Complaints may be submitted via **email to hr@isocl.in** or in-person to any ICC member.
- Complaints must be filed **within 3 months** from the date of the incident.
- If the respondent is the complainant's supervisor or influences their career, reporting channels will be adjusted until the inquiry is complete.

7.2 Inquiry Process

1. Receipt and acknowledgment of complaint.
2. Initial assessment and determination of applicability under the POSH Act.
3. Formation of inquiry panel (if needed).
4. Conducting hearings, evidence collection, and interviews.
5. Submission of inquiry report with recommendations.
6. Implementation of corrective or disciplinary action by management.

7.3 Interim Relief Measures

During the inquiry, the ICC may recommend:

- Temporary transfer of complainant or respondent.
- Change in reporting structure.
- Temporary leave or alternate assignments.

7.4 Confidentiality

- All complaints and inquiry details will be kept strictly confidential.
- Breach of confidentiality may result in disciplinary action.

7.5 Protection Against Retaliation

No employee shall face adverse consequences for reporting harassment in good faith or participating in an inquiry.

7.6 Timeframe

The ICC will endeavour to resolve complaints within 90 days of filing.

7.6 False Complaint:

Employees must report sexual harassment in good faith. Malicious or knowingly false complaints, or submission of misleading documents, may result in disciplinary action.

8.AWARENESS AND TRAINING

- Mandatory POSH training for all employees, conducted annually.
- New employees will receive orientation on the POSH policy.
- Awareness campaigns, workshops, and refresher sessions may be organized periodically.

9. RECORD-KEEPING

- All complaints, inquiries, and actions taken will be documented and retained for 5 years.
- Annual POSH compliance reports will be submitted to the Board of Directors.

10. SUPPORT FOR COMPLAINANTS

- Counselling and support services are available for employees affected by harassment.
- HR will facilitate access to such services while maintaining confidentiality.

11. POLICY ACCESSIBILITY

- The policy will be made available on the company website
- Employees must acknowledge receipt and understanding of the policy.

12. AMENDMENTS

- This policy is internal to ISOCL and may be amended or revised as necessary.
- The provisions of the POSH Act will prevail over company policy in case of any conflict.