



Hindustan Unilever Limited

## POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

### Our Commitment

Hindustan Unilever Limited ["HUL"] is committed to ensuring that all persons engaged with HUL work in an environment that is inclusive and provides an opportunity to bring their best selves at workplace. HUL is committed to provide a work environment that ensures every person at the workplace is treated with dignity, respect and afforded equal treatment. HUL directs its actions to ensure that everyone who visits our workplace, experiences an environment that not only promotes diversity and equality but also mutual trust, equal opportunity and respect for human rights.

HUL does not tolerate any form of discrimination, victimization, or harassment including Sexual Harassment and it is committed to take all necessary steps to ensure that nobody is subjected to any kind of harassment.

This Policy on Prevention of Sexual Harassment (POSH) ["Policy"] is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ["Act"] and the Rules framed thereunder which is aimed at providing every woman at the workplace a safe, secure and dignified work environment.

This POSH Policy is in addition to the 'Respect, Dignity & Fair Treatment' Policy enshrined under the "Code of Business Principles" ["COBP"/ "Code"] of HUL which prohibits our employees to engage in any direct/indirect behaviour that is offensive, intimidating, malicious or insulting. This includes any form of harassment or bullying, whether individual or collective.

### Scope

This Policy applies to all persons engaged at HUL, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent and includes a co-worker, a contract worker, probationer, trainee, apprentice, intern and visitor at our premises.

Complaints relating to Sexual Harassment against women at Workplace (as defined under the Act) shall be dealt with in accordance with the provisions of the Act. Complaints involving harassment/discrimination, including sexual

harassment, against persons other than women [including men and LGBTQ+] shall be dealt with in accordance with our Respect, Dignity and Fair Treatment Policy under our Code of Business Principles.

## What is Sexual Harassment at Workplace?

“**Sexual Harassment**” includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication) namely:

- a. physical contact and advances; or
- b. demand or request for sexual favours; or
- c. making sexually coloured remarks; or
- d. showing pornography; or
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Generally, workplace sexual harassment refers to two common forms of *inappropriate behaviour*. (i) *Quid Pro Quo (this for that)* and (ii) *Hostile Work Environment*.

The following circumstances, amongst others, if they occur, or are present, in relation to or connected with any act or behaviour with sexual *connotation* amount to sexual harassment.

### Quid Pro Quo (‘this for that’)

- Implied or explicit promise of preferential/detrimental treatment in employment
- Implied or express threat about present or future employment status

### Hostile Work Environment

- Creating a hostile, intimidating or an offensive work environment
- Humiliating treatment likely to affect health or safety

It is to be noted that the Sexual Harassment at Workplace is a **behaviour that is unwelcome and is sexual in nature**. It is a subjective experience and often occurs in matrix of power. It is the impact on the Complainant (person who has complained) that matters and not the intention of the Respondent (person against whom the complaint is made).

## Governance mechanism

In accordance with the Act, HUL has constituted Internal Committees [“ICs”] to prevent instances of Sexual Harassment against women and to effectively deal with complaints involving Sexual Harassment.

Business Integrity Committees [“BICs”] constituted by HUL under the CoBP shall deal with issues involving harassment/discrimination, including sexual harassment, against persons other than women [including men and LGBTQ+].

IC or BIC may be hereinafter referred to as “Committee” or collectively/generally as “Committees”. Committees are constituted as per the administrative set up of the Company either at regional / state/ local levels. Details of composition of Committees along with the contact details of the members are available at the respective locations of the Company. Names and contact details of the Committee members can also be obtained by any person by writing to [cobp.hul@unilever.com](mailto:cobp.hul@unilever.com).

### Filing a complaint

The complainant may make a formal complaint to any member of the IC or BIC, as may be applicable, using the reporting channels mentioned below.

The complaints shall be handled as per the provisions of the Act or the COBP protocols, as may be applicable. The copy of the complaint handling process under the Act or COBP protocols may be obtained by contacting the reporting channels mentioned below.

### Consequences

Any person who is found to have committed sexual harassment shall face penal consequences in accordance with the service rules and as decided by the Committee.

### Confidentiality and Non-Retaliation

Every person who is a part of the complaint process shall at all times keep the contents of complaint, identity of complainant, respondent and witnesses, and any information relating to conciliation, inquiry and recommendations of Committee confidential.

HUL does not tolerate retaliation or victimization against anybody who identifies and raises issues relating to any form of harassment/discrimination including sexual harassment or who lodges complaints and/or participates in any related proceedings either directly with the management or through the grievance procedures in place.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed under the Act / Code protocols.

## Reporting Channels

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**E-mail :** [cobp.hul@unilever.com](mailto:cobp.hul@unilever.com)

**Write to :** Internal Committee / Business Integrity Committee  
C/o Manager – Corporate Policies and Compliances,  
Hindustan Unilever Limited  
B D Sawant Marg, Chakala, Andheri East,  
Mumbai - 400 099.

**Call on :** +91 22 50432789

**Log on to :** [www.unilevercodesupportline.com](http://www.unilevercodesupportline.com)

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