



POLICY TO SUPPORT SURVIVORS OF ABUSE

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

OBJECTIVE

This Policy seeks to protect and grant relief to employees who are survivors of abuse, or acts of physical/emotional abuse beyond the workplace, i.e. in their personal (home) or other public spaces including online medium.

Issues pertaining to Harassment including Sexual Harassment at the workplace or extended workplace and redressal thereof shall be dealt in accordance with the provisions of POSH Act and the Code of Business Principles (CoBP).

The support provided under this policy will be in the form of psychological counselling, financial, and medical help to such employees, as a first step in helping them find the right support in their personal circumstances. This policy is gender neutral and is applicable to all HUL employees.

HUL/ Unilever shall at no stage provide any legal advice or consultation in a matter which is personal in nature to the employees. Availing of benefits under this Policy and related disclosure made by the employee to the Company under this Policy shall be absolutely voluntary in nature. The Company shall take all reasonable care to ensure that any information shared by employee under this Policy is kept confidential and is shared on need to know basis only.

COVERAGE

The Policy applies to all employees at Hindustan Unilever Limited (Company).

Support Covered:

In case an employee foresees a threat to their physical/emotional safety or identifies as a survivor of abuse beyond the workplace, the employee can reach out to the Line Manager, HRBP or the Functional Head at the Company for support.





The Company will extend below support to ensure the immediate safety and wellbeing of employees who are survivors of abuse or foresee a risk to their safety, on request, depending on the severity of the case:

- ✦ Access to urgent medical care and psychological counselling support, for self and family as guided by the M&OH team
- ✦ Paid leave of up to 10 calendar days
- ✦ Reimbursement of lodging and boarding expenses for 15 calendar days for the employee only, till the employee arranges for a separate accommodation. Any additional expenses borne by the employee for lodging/boarding for other family members will be borne by the employee directly.
- ✦ Temporarily work out of an HUL office in a different city/flexible working arrangement up to 30 calendar days. • For WL 1 CD employees who are on a monthly incentive pay-out, the incentive for the month where the issue is reported will be protected at an average rate of last 3 months earnings.

All travel, lodging and boarding arrangements under this policy will be done basis the company's Travel Policy.

The relevant HR Leadership Team (HRLT) member along with the Unit Head / Functional Head (WL3+) shall be the final decision maker in the manner of support to be extended to the employee.

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Frequently Asked Questions:

Q. What is abuse and what are the types of abuse covered under this Policy?

A. All types of acts or behaviours that are detrimental to the physical and/or emotional safety of the individual are covered under this Policy. The Policy covers any act of abuse, either in the recent past or foreseeable future, in the employee's personal space/home and other public spaces, including the internet.

Acts of Abuse covered under the policy:

A. **Domestic Abuse:** Any act of abuse by an intimate partner or family including:

- ✦ Physical, sexual, verbal, emotional or economic abuse that harms, injures or endangers the health, safety, life, limb, or wellbeing, whether mental or physical, of the aggrieved person.
- ✦ Any act that harasses, harms, injures, or endangers the aggrieved person with a view to coerce the aggrieved to meet any unlawful demand for any dowry or other property or valuable security.
- ✦ Has the effect of threatening the aggrieved person or any person related to the aggrieved.

This is a discretionary welfare policy adopted by the Company. In addition, the Company shall fulfil its obligations, if any, under the provisions of the Protection of Women from Domestic Violence Act, 2005.

B. Acts of Abuse in Public Places and Internet:

- ✦ Any act of physical/sexual abuse such as rape or molestation
- ✦ Harassment/Stalking/Eve Teasing
- ✦ Cyber stalking, harassment, or bullying
- ✦ Any other act of abuse detrimental to the physical, emotional, mental safety and wellbeing of the individual





Q. How can an employee report about an act of abuse?

A. The employee can report an Act of Abuse (AA) report by alerting their Line Manager/HRBP. The Line Manager/HRBP, on receiving the information should immediately report it to the Functional Head of the employee.

Q. How will an AA report or 'Act of Abuse' Report be handled by the Functional Head?

A. An 'Act of Abuse' Report will be duly responded to by the Functional Head and a HRBP member and/or the Line Manager who will reach out to the survivor of abuse on the preferred contact number within 24 hours of the reporting of the incident. The Functional Head, in consultation with the HRLT member or/and the Line Manager, will communicate the support to be provided.

Q. What steps will HUL take to ensure privacy of the employee who has reported an Act of Abuse?

Availing of benefits under this Policy and related disclosure made by the employee to the Company under this Policy shall be absolutely voluntary in nature. The Company shall take all reasonable care to ensure that any information shared by employee under this Policy is kept confidential and is shared on need to know basis only. The employee shall not be required to furnish any personal or sensitive details to seek support. In case the employee wishes to share any personal details with regards to the abuse, the same will be kept confidential. Only the Line Manager, Unit/Functional Head (WL3+), the HRBP, HRLT (WL3+) and the medical team at HUL will have access to the incident report. Any paid leave taken under this policy will be recorded as Medical Leave on system.

Q. What action will HUL take if one of the employees is found to be a perpetrator of domestic or other abuse?

A. HUL expects its employee to adhere to the laws of the land. Any such incident reported shall be dealt with in accordance with relevant laws and provisions laid out under the Code and Code Policies. In case any employee is found to have used company's IT assets to perpetrate any act of abuse, the same shall be treated as breach of IT policy and will be dealt with as per the provisions of the policy.





Q. What are the options available for an employee to get psychological support in the situation of abuse?

A. The employee can reach out to the EAP Partner - Reach Out to get quick support on how to handle the situation and get psychological counselling for self and family.

The EAP partner can be reached on the 24 x 7 helpline:

Tollfree: 0008001009445 | DIRECT DIAL: +91 80 6608 0031

WEBSITE: <http://global.resourcesforyourlife.com> COMPANY CODE: Reachout India

The employee can also access the Global Degreed Pathway on Domestic Violence at:

<https://degreed.com/pathway/k9wo4631p4?path=domestic-violence-learning-pathway#/pathway>

Q. What are the options available for an employee who needs further support beyond the current provisions of this Policy?

A. The policy covers support for immediate relief from an abusive situation. The employee must take necessary steps to ensure personal safety if there is likelihood of abuse in future.

In exceptional cases, if the employee needs further support, the Functional Head can approve below requests, in consultation with the HRLT member:

- ✚ Allow additional paid leave on the advice of a medical officer from HUL OHC team.
- ✚ Payment towards further accommodation in a hotel by another 2 weeks after signed off by the HRVP

Q. If you are a PEL/HRBP/Line Manager/Colleague who has witnessed an act of abuse against a colleague, what should you do?

A. PELs/HRBPs/Line Managers/Colleagues can report on behalf of an employee who is a survivor of abuse, after taking due consent of the employee. They should be empathetic towards the employee and direct them to the Functional Head for further support. They can additionally share resources that can enable the survivor to ensure prompt safety:





1. Degreed pathway on Domestic Violence:

<https://degreed.com/pathway/k9wo4631p4?path=domestic-violence-learning-pathway#/pathway>

2. EAP helpline for psychological support :

Tollfree: 0008001009445 | DIRECT DIAL: +91 80 6608 0031

For further queries on the Policy, kindly reach out to the Talent and Organisation team:

General Manager -Talent and Organisation, Diversity, Learning & Wellbeing

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