TELANGANA RENEWABLE ENERGY DEVELOPMENT CORPORATION LIMITED
(TGREDCO), HYDERABAD

POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

(In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules, 2013)

Policy No.: TGREDCO/ADMN/POSH/2026/01

Effective Date: 23.11.2026

Approved by: VC & Managing Director

Department: Administration

POLICY STATEMENT

"NO WOMAN SHALL BE SUBJECTED TO SEXUAL HARASSMENT AT ANY WORKPLACE."

TGREDCO is committed to providing a safe, secure, dignified and gender-sensitive working environment, free from sexual harassment, discrimination, intimidation and exploitation.

TGREDCO adopts a zero-tolerance approach towards sexual harassment and shall take appropriate preventive, prohibitory and remedial measures in accordance with applicable laws.

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1. INTRODUCTION

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act No. 14 of 2013), hereinafter referred to as the "POSH Act", was enacted to provide protection to women against sexual harassment at workplaces and to provide an effective mechanism for prevention and redressal of complaints.

Sexual harassment violates the fundamental rights of women to equality under Articles 14 and 15, the right to life and dignity under Article 21 and the right to practice any profession or carry on any occupation, trade or business under Article 19(1)(g) of the Constitution of India.

Telangana Renewable Energy Development Corporation Limited (TGREDCO), Hyderabad, recognizes its statutory responsibility to provide a safe and harassment-free workplace to all women associated with the Corporation.

Accordingly, this policy is framed in compliance with the POSH Act, 2013, the Rules made thereunder and other applicable service regulations.

2. OBJECTIVES

The objectives of this policy are:

1. To prevent and prohibit sexual harassment of women at the workplace.
2. To provide a safe and dignified working environment.
3. To establish an effective mechanism for receiving, enquiring into and redressing complaints of sexual harassment.
4. To constitute an Internal Committee (IC) in accordance with Section 4 of the POSH Act.
5. To ensure fair, impartial and time-bound enquiry proceedings.
6. To protect complainants, witnesses and other persons participating in the proceedings against retaliation.
7. To create awareness among employees and other persons associated with TGREDCO regarding their rights and responsibilities.
8. To ensure compliance with the statutory obligations of the Corporation.

3. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings assigned to them below.

3.1 Act

"Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, including amendments, if any.

3.2 Aggrieved Woman

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

3.3 Employee

"Employee" means a person employed at the workplace on regular, temporary, ad hoc, daily wage, contractual, probationary, trainee, apprentice or other employment arrangements, whether directly or through an agent or contractor, with or without the knowledge of the principal employer, whether for remuneration or otherwise.

3.4 Workplace

"Workplace" shall have the meaning assigned under Section 2(o) of the Act and shall include:

a. TGREDCO's registered office, corporate office, branch offices and other administrative establishments.
b. Any office, premises or establishment visited by an employee arising out of or during the course of employment.
c. Locations of clients, contractors, vendors, consultants, implementing agencies and other business associates where official work is undertaken.
d. Official meetings, conferences, training programmes, workshops, seminars, business trips and work-related social events.
e. Employer-provided transportation and other locations covered by the statutory definition.
f. Virtual and digital work environments, including official video conferences, emails, messaging platforms and other work-related electronic communications, to the extent covered by the Act.

3.5 Sexual Harassment

"Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour, whether directly or by implication:

a. Physical contact and advances.
b. A demand or request for sexual favours.
c. Making sexually coloured remarks.
d. Showing pornography.
e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances, among others, may also amount to sexual harassment when associated with any of the above acts or behaviour:

i. Implied or explicit promise of preferential treatment in employment.
ii. Implied or explicit threat of detrimental treatment in employment.
iii. Implied or explicit threat regarding present or future employment status.
iv. Interference with work or creation of an intimidating, offensive or hostile work environment.
v. Humiliating treatment likely to affect the health or safety of the aggrieved woman.

Sexual harassment may occur through a single incident or a series of incidents and may take place in physical or virtual work environments.

3.6 Complainant

"Complainant" means the aggrieved woman who submits a complaint of sexual harassment under this policy.

3.7 Respondent

"Respondent" means the person against whom a complaint of sexual harassment has been made.

3.8 Internal Committee (IC)

"Internal Committee" means the committee constituted by TGREDCO under Section 4 of the POSH Act to receive, enquire into and make recommendations on complaints of sexual harassment.

3.9 Employer

"Employer" shall have the meaning assigned under Section 2(g) of the POSH Act and shall mean the person or authority responsible for the management, supervision and control of the workplace, as applicable to TGREDCO.

4. APPLICABILITY

4.1 This policy shall apply to all employees of TGREDCO, irrespective of their designation, grade, employment status or nature of engagement.

4.2 The policy shall also cover trainees, apprentices, consultants, contractual personnel, outsourced employees, interns, visitors and other persons associated with or visiting TGREDCO's workplace, to the extent applicable under the Act.

4.3 The protection under this policy extends to every aggrieved woman, irrespective of whether she is employed by TGREDCO.

4.4 Complaints against employees, superiors, subordinates, contractors, vendors, consultants, visitors or other persons shall be dealt with in accordance with the applicable provisions of the Act and the jurisdiction of the IC or Local Committee.

4.5 Nothing in this policy shall restrict any aggrieved woman from seeking remedies available under other applicable laws.

5. CONSTITUTION OF INTERNAL COMMITTEE

5.1 TGREDCO shall constitute an Internal Committee (IC) by an order in writing issued by the Employer/competent authority, in accordance with Section 4 of the POSH Act.

5.2 The Internal Committee shall consist of the following members:

a. **Presiding Officer:** A senior-level woman employee of TGREDCO.

b. **Employee Members:** Not less than two members from among the employees, preferably committed to women's welfare, having experience in social work or possessing legal knowledge.

c. **External Member:** One member from a non-governmental organization or association committed to the cause of women, or a person familiar with issues relating to sexual harassment.

5.3 At least one-half of the total members of the IC shall be women.

5.4 The Presiding Officer and every member of the IC shall hold office for a period not exceeding three years from the date of nomination, as specified in the appointment order.

5.5 The names, designations and contact details of the Presiding Officer and members of the IC shall be displayed prominently on the notice board and made available on the official website of TGREDCO, wherever applicable.

5.6 The external member shall be paid such fees or allowances for attending proceedings as prescribed under the applicable Rules and approved by the Corporation.

5.7 Where the number of employees or the geographical distribution of workplaces requires separate Internal Committees, TGREDCO shall constitute such committees in accordance with the Act.

5.8 The Corporation shall ensure timely reconstitution of the IC whenever required.

5.9 A member of the IC shall be disqualified and replaced in circumstances specified under Section 4(5) of the Act.

6. POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE INTERNAL COMMITTEE

The Internal Committee shall:

1. Receive complaints of sexual harassment from aggrieved women.
2. Provide assistance to complainants in submitting complaints in writing, wherever required.
3. Conduct fair, impartial and confidential enquiries in accordance with the Act and Rules.
4. Recommend interim relief measures during the pendency of enquiry, wherever appropriate.
5. Recommend conciliation only upon a written request from the aggrieved woman.
6. Examine relevant documents, electronic records and witness statements.
7. Provide reasonable opportunities to both parties to present their respective cases.
8. Submit enquiry reports within the statutory timelines.
9. Recommend appropriate disciplinary or other action in accordance with the Act and applicable service rules.
10. Monitor the implementation of its recommendations by the Corporation.

11. Maintain confidential records of complaints, enquiry proceedings and outcomes.
12. Prepare and submit the annual report as required under Section 21 of the Act.
13. Conduct awareness programmes, training sessions and gender-sensitisation activities.
14. Recommend preventive measures to ensure a safe working environment.
15. Take appropriate measures to prevent retaliation against complainants and witnesses.

The IC shall discharge its functions independently, impartially and without interference from any individual or department.

7. PROCEDURE FOR FILING A COMPLAINT

7.1 Mode of filing

An aggrieved woman may submit a written complaint to the Presiding Officer or any member of the Internal Committee.

The complaint may be submitted:

a. By written representation.

b. Through the designated official email address of the Internal Committee.

c. By any other prescribed mode permitted under the Act and Rules.

Designated email: [To be notified by TGREDCO after official creation of the email account].

7.2 Time limit

The complaint shall ordinarily be made within three months from the date of the incident.

In the case of a series of incidents, the complaint shall be made within three months from the date of the last incident.

The IC may extend the period by a further period not exceeding three months if it is satisfied that circumstances prevented the woman from filing the complaint within the prescribed period. Reasons for such extension shall be recorded in writing.

7.3 Particulars of complaint

The complaint should, as far as possible, contain:

a. Name and contact details of the complainant.

b. Name and designation of the respondent, if known.

c. Date, time and place of the alleged incident.

d. Description of the incident.

e. Details of witnesses, if any.

f. Supporting documents, emails, messages or other relevant evidence, if available.

7.4 Assistance in filing

Where the aggrieved woman is unable to make a written complaint, the Presiding Officer or any member of the IC shall provide reasonable assistance in reducing the complaint into writing.

7.5 Complaint by another person

Where the aggrieved woman is unable to make a complaint due to physical or mental incapacity, death or otherwise, a complaint may be made by the persons authorized under the Act and the Rules.

8. CONCILIATION

8.1 Before initiating an enquiry, the IC may, at the written request of the aggrieved woman, take steps to settle the matter through conciliation.

8.2 Monetary settlement shall not be made the basis of conciliation.

8.3 Where a settlement is arrived at, the IC shall record the settlement and forward it to the Employer for appropriate action.

8.4 Copies of the settlement shall be provided to the parties as required under the Act.

8.5 Where the settlement terms are not complied with, the IC shall proceed with the enquiry in accordance with the Act.

8.6 No conciliation shall be initiated without the written request of the aggrieved woman.

9. ENQUIRY PROCEDURE

9.1 Upon receipt of a complaint, the IC shall examine the complaint and initiate proceedings in accordance with Section 11 of the Act and Rule 7 of the Rules.

9.2 A copy of the complaint shall be forwarded to the respondent within seven working days of receipt.

9.3 The respondent shall submit a written reply along with supporting documents and the names and addresses of witnesses, if any, within ten working days from receipt of the complaint.

9.4 The IC shall conduct the enquiry in accordance with the principles of natural justice and provide reasonable opportunities to both parties to present their respective cases.

9.5 The IC may examine witnesses, call for relevant records and documents and exercise the powers conferred upon it under Section 11(3) of the Act.

9.6 The parties shall not be permitted to engage legal practitioners to represent them before the IC, as provided under Rule 7(6) of the Rules.

9.7 A minimum of three members of the IC, including the Presiding Officer, shall be present while conducting the enquiry.

9.8 The IC may terminate the proceedings or pass an ex parte decision in accordance with Rule 7(5), subject to the prescribed notice requirements.

9.9 The enquiry shall be completed within ninety days from its commencement.

9.10 The IC shall ensure that the enquiry is conducted in a fair, unbiased, impartial and confidential manner.

10. INTERIM RELIEF DURING PENDENCY OF ENQUIRY

During the pendency of an enquiry, the IC may, on a written request from the aggrieved woman, recommend to the Employer appropriate interim measures in accordance with Section 12 of the Act.

Such measures may include:

a. Transfer of the aggrieved woman or the respondent to another workplace.

b. Grant of leave to the aggrieved woman for a period up to three months, in addition to her otherwise entitled leave.

c. Restraining the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, where applicable.

d. Any other prescribed interim relief.

The Employer shall consider and implement the recommendations in accordance with the Act.

11. ENQUIRY REPORT AND RECOMMENDATIONS

11.1 Upon completion of the enquiry, the IC shall prepare a reasoned report containing its findings and recommendations.

11.2 The enquiry report shall be submitted to the Employer and made available to the concerned parties within ten days from completion of the enquiry.

11.3 Where the allegations are not proved, the IC shall recommend that no action is required against the respondent.

11.4 Where the allegations are proved, the IC shall recommend appropriate action in accordance with Section 13 of the Act and applicable service rules.

11.5 The Employer shall act upon the recommendations within sixty days of receipt of the enquiry report.

11.6 The Employer shall communicate the action taken to the IC and concerned parties, as appropriate.

12. DISCIPLINARY ACTION

Where the allegation of sexual harassment is established, appropriate disciplinary action shall be taken in accordance with the applicable service rules and the provisions of the POSH Act.

Depending upon the gravity and circumstances of the misconduct, the action may include:

1. Written apology.
2. Warning, reprimand or censure.
3. Counselling.

4. Withholding of promotion.
5. Withholding of pay rise or increments.
6. Termination of employment, in accordance with applicable service rules.
7. Any other disciplinary action prescribed under the applicable service rules.

The IC may also recommend deduction from the respondent's salary or wages towards compensation payable to the aggrieved woman, in accordance with Section 15 of the Act.

Where deduction is not possible, the provisions of Section 13(3) shall apply.

No disciplinary action shall be imposed except in accordance with the applicable statutory provisions and service regulations.

13. MALICIOUS COMPLAINTS AND FALSE EVIDENCE

13.1 A complaint which is not substantiated or for which adequate evidence is not available shall not, by itself, attract disciplinary action against the complainant.

13.2 Action against a complainant may be recommended only where the IC establishes, after an enquiry in accordance with Section 14 of the Act, that the complaint was malicious or knowingly false, or that forged or misleading documents were produced.

13.3 The mere inability to substantiate a complaint or provide adequate proof shall not constitute malicious intent.

13.4 Appropriate action may also be recommended against persons who knowingly provide false evidence or produce forged or misleading documents during the proceedings.

14. PROTECTION AGAINST RETALIATION

TGREDCO shall not tolerate any retaliation, intimidation, victimization or discrimination against:

a. A woman who files a complaint.

b. A person who assists the complainant.

c. A witness participating in the enquiry.

d. Any person cooperating with the IC.

Any such retaliatory conduct shall be examined separately and appropriate action shall be taken under the applicable service rules and law.

15. CONFIDENTIALITY

15.1 All complaints, identities and addresses of the aggrieved woman, respondent and witnesses, contents of the complaint, conciliation and enquiry proceedings, recommendations and action taken shall be treated as confidential.

15.2 No person shall publish, communicate or make known such information to the public, press or media, except as permitted under Section 16 of the Act.

15.3 The IC shall maintain all records securely and restrict access to authorized persons.

15.4 Any violation of confidentiality shall attract action in accordance with Section 17 of the Act.

16. APPEAL

16.1 Any person aggrieved by the recommendations of the IC or the non-implementation of such recommendations may prefer an appeal in accordance with Section 18 of the Act and the applicable service rules.

16.2 The appeal shall be preferred within ninety days of the recommendations or the relevant action or non-implementation, as applicable under the Act and Rules.

16.3 The appeal shall be filed before the appellate authority specified under the applicable service rules or other competent forum prescribed by law.

16.4 The appeal shall be considered and disposed of in accordance with the applicable rules and statutory provisions.

17. ANNUAL REPORT AND STATUTORY COMPLIANCE

17.1 The IC shall prepare an annual report for each calendar year containing:

a. Number of complaints received during the year.

b. Number of complaints disposed of during the year.

c. Number of cases pending for more than ninety days.

d. Number of workshops or awareness programmes conducted.

e. Nature of action taken by the Employer.

17.2 The annual report shall be submitted to the Employer and the District Officer in accordance with Section 21 of the Act and Rule 14 of the Rules.

17.3 TGREDCO shall include the required information regarding complaints and disposal in its annual report in accordance with Section 22 of the Act.

17.4 The Corporation shall cooperate with the appropriate authorities in furnishing information and ensuring statutory compliance.

18. EMPLOYEE AWARENESS AND TRAINING

TGREDCO shall undertake the following activities:

1. Conduct periodic awareness and gender-sensitization programmes for employees.
2. Organize workshops and training programmes on prevention of sexual harassment.
3. Display the penal consequences of sexual harassment and the constitution and contact details of the IC at prominent locations.
4. Circulate the POSH policy to all employees and new recruits.
5. Organize orientation and capacity-building programmes for IC members.

6. Ensure that employees are informed of the complaint mechanism and available remedies.

19. RESPONSIBILITIES OF THE MANAGEMENT

The Management of TGREDCO shall:

a. Provide a safe working environment.

b. Display the provisions of the POSH Act and the consequences of sexual harassment at conspicuous places.

c. Provide necessary facilities and assistance to the IC for conducting enquiries.

d. Assist the IC in securing attendance of respondents and witnesses.

e. Make available relevant information and records required for the enquiry.

f. Provide necessary administrative and financial support for the functioning of the IC.

g. Monitor timely implementation of IC recommendations.

h. Organize awareness programmes and training.

i. Ensure statutory reporting and compliance.

j. Take appropriate action against persons who interfere with or obstruct the enquiry process.

20. COMPLAINTS AGAINST THE EMPLOYER AND LOCAL COMMITTEE

Where a complaint is against the Employer, or where the workplace falls within the categories specified under Section 6 of the POSH Act, the aggrieved woman may approach the Local Committee constituted by the District Officer.

The Local Committee shall have jurisdiction in accordance with the provisions of the Act.

TGREDCO shall provide necessary cooperation to the Local Committee and comply with its lawful directions and recommendations.

21. POLICY ADMINISTRATION AND REVIEW

21.1 The Human Resources / Administration Department shall act as the nodal administrative department for policy circulation and coordination, without interfering with the independent functioning of the IC.

21.2 The IC shall periodically review the implementation of the policy and recommend necessary preventive and administrative measures.

21.3 The policy shall be reviewed whenever amendments are made to the POSH Act, Rules or applicable service regulations, or whenever administrative requirements necessitate revision.

21.4 Any amendment to this policy shall be approved by the competent authority of TGREDCO.

21.5 In case of any inconsistency between this policy and the POSH Act or Rules, the provisions of the Act and Rules shall prevail.

22. EFFECTIVE DATE

This policy shall come into force from the date of approval by the competent authority of TGREDCO and shall remain in force until amended or superseded.

All employees and persons covered by this policy shall comply with its provisions.

ANNEXURE – I

INTERNAL COMMITTEE CONSTITUTION ORDER

TELANGANA RENEWABLE ENERGY DEVELOPMENT CORPORATION LIMITED (TGREDCO), HYDERABAD

PROCEEDINGS OF THE VC & MANAGING DIRECTOR

Proc. No.: TGREDCP/Admn-POSH Act/2026 **Date:** 23.11.2026

ORDER

Sub: - TGREDCO – Admn – Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace Act, 2013 – Constitution / Reconstitution of Internal Committee – Orders – Issued.

Ref: - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013.

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In accordance with Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Committee of TGREDCO is hereby constituted / reconstituted with the following members:

Sl. No.	Designation in IC	Name and designation
1	Presiding Officer (Senior Woman Employee)	Smt.S.Swathi Rathna, Manager, Admn
2	Member	Sri P.Sreenivasa Reddy, Manager, F&A
3	Member	Smt. K. Ravali, DO, EC Smt. M. Vijaya Lakshmi, JM (OS), Accounts Smt. Y.Sunanda, JM (OS) Khammam Smt. V. Anitha, JM-Admn Convener
4	External Member(NGO / Association / Person familiar with the issue)	Sri A.Ravi Babu, Legal Advisor

The Internal Committee shall discharge its functions in accordance with the POSH Act, 2013, the Rules made thereunder and the approved TGREDCO POSH Policy.

The tenure of the nominated members shall be as specified in the appointment order, subject to a maximum period of three years.

The contact details of the Internal Committee shall be displayed on the notice board and made available to all employees.

The order shall come into force with immediate effect.

VC & MANAGING DIRECTOR
TGREDCO, Hyderabad

To:

1. All concerned members.
2. All Department Heads.
3. Human Resources / Administration Department.
4. Notice Board.
5. Office Copy.

ANNEXURE – II

COMPLAINT REGISTRATION FORMAT

1. Name of the aggrieved woman:
2. Designation / Organization, if applicable:
3. Contact details:
4. Name and designation of respondent:
5. Date and time of incident:
6. Place of incident:
7. Description of the incident:
8. Details of witnesses:
9. Supporting documents / evidence:
10. Relief or assistance requested:
11. Date of submission:

Signature / Thumb Impression of Complainant

END OF POLICY

Sd/-
VC & MANAGING DIRECTOR
TGREDCO: HO: HYDERABAD