Global Policy on Prevention of Sexual Harassment
Wipro strives to promote equality through prevention, elimination, and redress of discrimination in the form of sexual harassment in the workplace. We aim to:

- Harassment is any unwelcome act(s) or behavior whether directly or by implication being verbal, non-verbal or physical conduct that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behavior that fails to respect the dignity of another.

This policy applies to all allegations of sexual harassment at the workplace. Workplace includes all places visited by an employee arising out of or during employment. It also includes extended workplace while travelling (such as transportation provided by Wipro), place of stay and work, venue of work-related events, work-related venue of entertainment or leisure.

The legal definition of sexual harassment is broad. Hence other sexually oriented conduct that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to any employee or employees may also constitute act of sexual harassment.

Our policy is gender neutral and is aimed to protect the interests of everyone. Therefore, the victim or the alleged harasser may be of any gender.
Prevention of Sexual Harassment

Consistent with the applicable laws, we ensure all reasonable steps for prevention of sexual harassment at work. Such as:

• Widely circulating our policy against sexual harassment amongst employees.

• Providing training to employees on our policy against sexual harassment.

• Establishing an internal complaints committee called Prevention of Sexual Harassment Committee (PSHC) to respond to sexual harassment complaints.

• Inquire complaints as the case may be and implement the findings of the internal complaints committee within prescribed timelines.

• Informing employees of the relevant laws and create awareness via enterprise level mailer.

Mode for Registering Complaint

• Email to safe.workplace@wipro.com.

• Contact any of the PSHC members.

• Contact via intranet/internet (detailed below)
  a. www.wiproombuds.com
  b. www.wipro.com > Investors > Corporate Governance > Ombuds Process

Consistent with applicable law, all complaints alleging a violation of this policy will be promptly and thoroughly inquired and where appropriate, prompt remedial action shall be taken.

Employee Rights and Obligations

Pursuant to the preventive steps under this policy, every employee should:

• Become fully informed about the contents of this policy and complete any workshop(s) or training(s) as and when required by Wipro. In some countries/states, training will be required under law. Cooperate with any measures introduced to promote equal opportunities at workplace.

• Respect the sensitivities of others.

• Never take discriminatory actions or decisions which are contrary to the letter and spirit of this policy.

• Offer information and support to any person who the employee suspects are being harassed and/or otherwise report any such instance of sexual harassment to the appropriate persons.

• Maintain confidentiality regarding any aspect of an inquiry to which the employee may be party.

• Be aware that the employee retains the right to file complaint of unlawful discrimination or sexual harassment under the law of the land with local authorities including law enforcement authorities.

• If an employee chooses to file such a complaint with police authorities, the PSHC will provide all reasonable assistance in this regard. Be aware of and follow local customs with respect to people interactions at workplace.

Continuous Sensitization of Employees to Issues on Prevention of Harassment

In addition to the above, Wipro will endeavor to sensitize and train employees on issues concerning the prevention of sexual harassment.

Right to Appeal

If any party to the complaint is dissatisfied with the actions taken by the management for the resolution of a complaint, he/she can file an appeal to the local authorities in accordance with the law of the land. If an employee has any doubt regarding the appropriate authority, he/she may reach out to any of the PSHC members directly, or at safe.workplace@wipro.com

If the law of the land is silent about the provision relating to appeal, then the dissatisfied party through a written statement can ask for a fresh inquiry which involve the HR Geography Head and a PSHC member who was not involved in the earlier inquiry process.
No Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment. No person covered by this Policy shall be subject to adverse action because the employee, in good faith, reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Wipro shall not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Wipro who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees or consultants or persons working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Wipro’s Ombuds process.
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For more information, please write to us at info@wipro.com