

Policy for Safety of Women Employees - Morfdesk

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Contents

1.	Introduction.....	4
2.	Objective.....	4
3.	Authority and Approval.....	4
4.	Effective Date.....	4
5.	Scope.....	4
6.	Definitions.....	5
7.	Policy Standards.....	5
8.	Procedure.....	6
9.	Exception.....	7
10.	Record Keeping.....	7
11.	Violations of the Policy and Law.....	7
12.	General Safety Guidelines.....	7
13.	Annexures.....	8

1 Introduction

Morfdesk ('the Company') is committed to providing a safe working environment for all its employees. The Company sets appropriate measures to ensure the safety of its women employees both in office and during their commute to and from the workplace.

2 Objective

The objective of the Policy for Safety of Women Employees ('the policy') is to avoid, eliminate the risk and provide a safe work environment for women employees.

Note: This Policy constitutes standards that must be complied with in any state of India in which the Company conducts its business. However, when the applicable employment and labour laws are stricter than this policy such laws must be complied with and will override this Policy. Considering the safety of women employees as well as in order to bring the uniformity of the office entry and exit timings and the procedure thereto across all states of India, the Management has decided to keep the restrictions on work from the office post 8:00 pm or to start work from the office prior to 6:00 am.

3 Authority and Approval

The HR Compliance Team is responsible for reviewing the policy annually and carrying out subsequent modifications according to the upcoming amendments in the relevant Indian legislation. Any change or revision in the Policy will be communicated through the appropriate channel.

4 Effective Date

The Effective date of this policy is January 1st, 2024.

5 Scope

This Policy covers:

1. Women employees working in Morfdesk offices in shift timings.
2. Women employees working from the Morfdesk office on weekends and holidays.
3. Women employees working in Morfdesk offices in the general shift are required to work from the office post 8:00 pm or start working from the office prior to 6:00 am.

This Policy is applicable to all Indian women employees, both permanent and non permanent regardless of whether they work part-time or full-time, contract staff, retainers, clients, or visitors.

6 Definitions

- General shift: The office timings as defined in the Office Timing Policy.

Locations	Timing
All Locations	9:00 am - 6:00 pm

7 Policy Standards

1. As per the statutory requirement in Maharashtra state, women employees are required to sign the consent form as prescribed in Annexure I. Women employees from other states will have to sign a consent form as per Annexure 11.
2. In case of a pre-planned shift working roster, the list of women employees required to work from office in the shift timings will be shared by the project team with the HR and the Location Admin team at least 5 days before the commencement of the shift working period for the respective woman employee.
3. No woman employee working in the general shift will be allowed to work from the office post 8:00 pm or prior to 6:00 am. In case it is required to work from the office, a woman employee is supposed to drop a mail to her immediate reporting manager and a copy to HR to seek approval. In case, the reporting manager is unavailable; the woman employee needs to get the approval and justification mail from the next level manager. Also, in case of repeated instances of such nature, the immediate reporting manager can be questioned by HR regarding the same.
4. The location Admin team and security personnel will conduct checks, and inspections on the floor post 7:00 pm and prior to 6:00 am and can ask the women employees, who are not in the pre-planned shift roster list and who do not have approval from their immediate reporting manager to leave the office premises.
5. For women employees working from the office post 8:00 pm or prior to 6:00 am or working on weekends, or holidays, the immediate reporting manager or the project team must ensure that there are at least 3 women employees working on the same floor.
6. For a woman employee working post 8:00 pm or prior to 6:00 am from the office, the Company arranged and paid transport will be provided for the drop from office to home or pick up from home to office. The woman employee needs to avail of the transport provided by the company.

The location Admin team will schedule pickups/drops such that a woman employee is not picked up first and dropped last. Under exceptional circumstances, when a woman employee would be picked up first or dropped last, there would always be a security guard/escort accompanying the woman employee. While choosing the guard, the location Admin will ensure that the guard's credentials are verified and displayed. There would be periodic and random checks to ensure zero violations.

8 Procedure

- **For providing consent**

- a. The woman employee is required to sign the hard copy of the consent form on the date of joining Morfdesk. The onboarding SPOC from the HR Operations team will provide the consent form to the woman employee and collect the signed copy.
- b. It is the joint responsibility of HR and the Project Team to ensure that all women employees of their respective s have submitted their consent forms (hard copy as well as scanned copy) with the location HR representatives as mentioned in Annexure IV.

- **For Transport request**

- a. Women employees shall log in to the Zoho People system to book and avail the company-provided and paid transport.
- b. The booking requests in the Zoho People system need to be approved at least 4 hours(offer time) prior to the pickup and 2 hours prior to logoff time respectively.
- c. All transport service requests must be raised in the Zoho People system, however, in exceptional circumstances, requests can be made offline. For such an ad-hoc request, the concerned woman employee will have to send an email to the location Admin Team, HR and the immediate reporting manager, to request the Company transport. The immediate reporting manager needs to approve this request, post which the location Admin will provide transport services depending on the next availability of car, route and space.

- **Floor inspection**

- a. The location Admin team and security personnel will conduct floor inspection post 7:00 pm and prior to 6:00 am. They can ask the women employees whose names are not in the pre-approved roster list and who do not have the approval mail from their immediate reporting manager to furnish the same.
- b. Post 8:00 pm, a woman employee who is not on the pre-approved roster list and who does not have approval mail from the immediate reporting manager (the HR needs to be copied in this mail) will not be allowed to work from the office. Owing to the women's safety, the location Admin team reserves the right to the same.
- c. The project team and immediate reporting manager must ensure that there are at least 3 women employees working in the shift timings on the same floor. The location Admin can escalate issues with respect to the project team not fulfilling this requirement to the HR.

- **Entering/Exiting office premises**

A woman employee leaving the office post 8:00 pm or reaching the office for work prior to 6:00 am must use the company-provided transport. The location Admin team and security personnel will ensure that such a woman employee travels in company-provided transport only.

9 Exception

Women employees who wish to travel from the office by their own means post 8:00 pm:

In such a scenario, the woman employee needs to fill up the declaration form as referred to in Annexure III and share the signed hard copy with the Location Admin team/Security team at the time of exiting the office premises. The location Admin team and security personnel will ensure that such a woman employee submits the declaration form before exiting the office premises.

10 Record Keeping

Records of all transport requests, shift rosters, consent forms and declarations are to be maintained by the location Admin team, HR Operations Team and Project Team of each location jointly for a minimum period of 3 years. The same are required to be produced by all respective teams at the time of internal and external audits/Labour Inspections.

11 Violations of the Policy and Law

Violation of this policy and other relevant policies and procedures of the Company may result in disciplinary action including termination of employment.

12 General Safety Guidelines

- Store the numbers of local police and key emergency contacts on mobile phones.
- Do not enter an unknown vehicle.
- Confirm the driver's identity before entering the vehicle. During pick-up in shift timings, it is advisable for the employee to call the Admin team, and cab desk and verify the registration number of the vehicle, and the driver and security escort name, in case they are the first to be picked up.
- Notify the family members about the vehicle number, type, route and expected time of travel.
- Remain alert and do not discuss personal matters or any plan of action in the vehicle.

13 Annexures

1. Annexure I - Consent of women workers to work in night shift timings (For Maharashtra)
2. Annexure II - Consent of women workers to work in night shift timings (For other states)
3. Annexure III - Declaration form for not using company-provided transport.
4. Annexure IV - Details of location-wise HR representatives for submitting Consent Forms

Annexure I

Form - 'L'

**Maharashtra Shops and Establishments
(Regulation of Employment and Conditions of Service) Rules, 2018.**

CONSENT OF WOMEN WORKER TO WORK IN NIGHT SHIFT

I Miss/Smt. _____ residing at
_____(Full
Address) state that I am working as (Designation) _____
_____ in Morfdesk
at _____ (location) since _____

I am aware that, the employer will provide safe and secure transport facility from the doorstep of my residence to the place of work and vice-versa during nightshift as well as any day when I am working from office after 8:00 pm and before 6:00 am and that there will be at least three women employees working in the nightshift and that there is an Internal Committee (IC) to prevent sexual harassment at workplace.

I am therefore willing to work in the nightshift, if required, as well as any other shift in which I could be required to work from office after 8:00 pm and before 6:00 am, for the period of my employment at Morfdesk.

Signature and name of Women Employee

Date:
Place:
Employee Number:

Witness 1

Name:
Address:
Signature:

Witness 2

Name:
Address:
Signature:

Annexure II

CONSENT OF WOMEN EMPLOYEE TO WORK IN SHIFT/ EXTENDED WORKING HOURS

I Miss/ Smt _____ residing at _____
(Full Address) state that I am working as (Designation) _____
_____ In Morfdesk
at _____ (location) since _____

I am aware that, the employer will provide safe and secure transport facility from the doorstep of my residence to the place of work and vice-versa during nightshift as well as any day when I am working from office after 8:00 pm and before 6:00 am and that there will be at least three women employees working in the nightshift and that there is an Internal Committee (IC) to prevent sexual harassment at workplace.

I am therefore willing to work in the night shift if required, as well as any other shift in which I could be required to work from the office after 8:00 pm and before 6:00 am, for the period of my employment at Morfdesk.

Signature and name of Women Employee

Date:
Place:
Employee Number:

Witness 1

Name:
Address:
Signature:

Witness 2

Name:
Address:
Signature:

Annexure III

DECLARATION FOR NOT USING COMPANY-PROVIDED TRANSPORT

I Miss/ Smt. _____ residing at
_____ (Full
Address) state that I am working as (Designation) _____
_____ In Morfdesk
at _____ (location) since _____

I understand that if I arrive or leave the office premises in the 8:00 pm to 6:00 am time interval, I am required to avail the transport facility provided by Morfdesk. ('the Company')

I further declare that I understand and accept the Company policy for the Safety of Women Employees. However, I do not wish to avail the transport facility provided by the Company. I am aware that I would be solely held responsible for ensuring my safety.

Signature and name of Women Employee

Date:

Place:

Employee Number:

Annexure IV

Details of HR representatives

State	City	First level Point of Contact	Mail ID
Maharashtra	Pune	Pooja.sihag	Pooja.sihag@morfdesk.com