

[, Insert name of the Company]

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

(POSH)

Table of Content:

	PAGE No.
1. Purpose	1
2. Scope	1
3. Definition	2
4. Policy Statement	3
5. Responsibilities	3
6. Reporting Mechanism	4
7. Complaint Procedure	5
8. Training and Awareness	6
9. Support for Victims	8
10. Record Keeping	9
11. Policy Review	9
12. Contact Information	10

1. INTRODUCTION:

The [·, Insert Name] (“**Company**”) is committed to fostering and upholding a work environment that is healthy, safe, and productive, free from any form of discrimination or harassment. As detailed in Company’s Code of Conduct, the company is committed to ensuring equal opportunity and maintaining a harassment-free workplace for all employees, regardless of race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, or disability. The Company is devoted to creating a secure and supportive work environment where employees can perform their duties without fear of bias, gender discrimination, or sexual harassment.

To this end, this Policy has been developed to prevent sexual harassment in the workplace, outlining both the prohibition of such behaviour and the mechanisms for addressing it if it occurs.

At the Company, all employees are expected to adhere to the highest standards of ethical behaviour both in the workplace and in interactions with business stakeholders.

This entails:

- Treating colleagues with dignity and respect.
- Complying with both the letter and the spirit of the law.
- Avoiding any unwelcome behaviour with sexual implications.
- Preventing the creation of a hostile work environment through sexual harassment.
- Reporting any instances of sexual harassment experienced or witnessed to the appropriate authorities and following the company's complaint handling procedures.

2. PURPOSE & SCOPE:

This policy takes complete cognizance of the latest legislation by the Government of India “The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act 2013 and its rules notification published on December 09, 2013 and as amended from time to time.

This Act is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected herewith or incidental thereto. The purpose of this policy is to create and sustain a work environment that is not only safe but also respectful and supportive for everyone involved.

To achieve this, the policy focuses on two main objectives:

1. **Prevention:** Implementing proactive measures to avert sexual harassment before it occurs. This includes creating awareness, providing training, and setting clear expectations regarding behaviour in the workplace. The aim is to foster an environment where inappropriate conduct is understood to be unacceptable and where employees feel empowered to uphold these standards.
2. **Addressing:** Establishing clear procedures for responding to and managing instances of sexual harassment. This involves outlining how to report harassment, ensuring that complaints are handled promptly and impartially, and providing support to those affected. The policy ensures that there is a reliable process for investigating allegations and taking appropriate actions to address any confirmed incidents.

3. DEFINITIONS:

a) Sexual Harassment

Sexual Harassment may include any of the following but not limited to:

- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit;
- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks, including but not limited to vulgar / indecent jokes, letters, phone calls, text messages, e-mails, gestures etc;
- Showing pornography or the likes;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- Physical contact and advances such as touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtone, molestation;
- Display of pictures, signs etc. with sexual nature/ connotation/ overtones in the work area and work-related areas;
- Verbal or non-verbal communication which offends the individuals' sensibilities and affect her/his performance and has sexual connotation/ overtone/ nature;
- Teasing, innuendos and taunts, physical confinement and /or touching against one's will and likely to intrude upon one's privacy;

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment

- Implied or explicit promise of preferential treatment in the employment;

- Implied or explicit threat or detrimental treatment in the employment;
- Implied or explicit threat about the present or future employment status
- Interference with the work or creating an intimidating or offensive or hostile work environment
- Humiliating treatment likely to affect health or safety

An alleged act of Sexual Harassment committed during or outside of office hours falls under the purview of this policy.

b) Aggrieved Individual

An Aggrieved Individual, in relation to a workplace, is a person, of any age, whether an Employee or not, who alleges to have been subjected to any act of Sexual Harassment.

c) Complainant

A Complainant is any Aggrieved Individual (if the Aggrieved Individual is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy.

d) Employee

An Employee means a person employed with the Company for any work on permanent, temporary, part time, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

e) Respondent

A Respondent means the person against whom the Complainant has made a complaint.

f) Special Educator

A Special Educator means a person trained in communication with people with special needs in a way that addresses their individual differences and needs.

g) Workplace

- Premises, locations, establishments, enterprises, institutions, offices, branches or units established, owned, controlled by the Company.

- Places visited by the Employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

4. INTERNAL COMMITTEE - Composition

The Company has constituted an Internal Committee (ICC) – also known as the POSH Committee consisting the following:

Presiding Officer	- [·, Insert name]
Other Members	- [·, Insert name]
	- [·, Insert name]
	- [·, Insert name]
	- [·, Insert name]
External Member	- [·, Insert name]

The Presiding Officer and every member of the ICC shall hold office for a period not exceeding three years, from the date of their nomination. A member of the ICC may resign at any time by tendering his resignation in writing to the Company

6. Reporting Mechanism

- **Internal Reporting:** Employees can report harassment to [designated contact person/department, e.g., HR, or an appointed POSH Committee].
- **External Reporting:** Employees may report to external bodies or legal authorities if applicable.
- **Confidentiality:** All complaints will be treated confidentially to the extent possible.

7. Complaint Procedure

Step 1: Submission of Complaint

- Complaints should be submitted in writing to [designated contact person/department].
- Include details such as the nature of the harassment, dates, and any witnesses.

Step 2: Investigation

- An impartial investigation will be conducted promptly.
- The investigation process includes interviews, evidence gathering, and analysis.

Step 3: Resolution

- Actions will be taken based on investigation findings, which may include disciplinary measures.
- Both the complainant and the respondent will be informed of the outcome.

Step 4: Appeals

- Employees have the right to appeal the decision if they are dissatisfied with the outcome.

8. Training and Awareness

- **Mandatory Training:** All employees will receive training on this policy and sexual harassment.
- **Ongoing Awareness:** Regular workshops and refresher courses will be provided.

9. Support for Victims

The company will offer support services, including counseling and legal advice, to those affected by sexual harassment.

10. Record Keeping

Documentation related to complaints, investigations, and resolutions will be maintained securely and in accordance with data protection laws.

11. Policy Review

The policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements.

12. Contact Information

For questions or to report harassment, contact:

Name : [.,Insert Designated Contact Person/Department]
Phone Number : [.,Insert Contact Number]
Email Address : [.,Insert Contact Email]

13. Effective Date

This policy is effective as of [., Insert date].