
PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY



We have to start calling sexual harassment out because only then can we start to make progress on it. — Cristela Alonzo


SEXUAL HARRASSMENT POLICY FOR SAVERA

INTRODUCTION

Society For Advancement of Villagers Empowerment And Rehabilitation For All, a non-governmental organization operating under the laws of Indian sub-continent and registered under the Societies Registration Act of 1860, having issued a Registration No. 37884 from GNCT of Delhi with all India Level; and having its registered office **at 101, Shahpuri Tower, C-58, Community Centre near Janak Cinema, New Delhi 110058**

(hereinafter referred to as “SAVERA”) operates with a steadfast commitment to create equal opportunities for the marginalized and vulnerable communities, particularly those who stayed behind, neglected, exploited and unable to educate themselves in the rural areas of Bihar, UP, Uttarakhand, Jharkhand, West Bengal, Odisha and Delhi.

Acknowledging the fundamental rights of all individuals and the need for a supportive work environment, the SAVERA has developed this Sexual Harassment Policy to outline its commitment to creating a workplace free from sexual harassment. This policy is designed to uphold the highest standards of professionalism, ethics, and integrity in all aspects of human resource management, setting forth expectations for all employees, volunteers, partners, and stakeholders to adhere to stringent guidelines and procedures to ensure a safe and respectful work environment.



The SAVERA's Sexual Harassment Policy emphasizes its commitment to preventing and addressing sexual harassment in the workplace. It articulates the SAVERA's zero-tolerance stance towards any form of sexual harassment and provides clear mechanisms for reporting, addressing, and resolving complaints of sexual harassment.

By implementing this Sexual Harassment Policy, the SAVERA reaffirms its dedication to fostering a workplace culture that values and respects the rights and dignity of every individual, in alignment with national and international standards on sexual harassment prevention and workplace safety.

APPLICABILITY

This policy applies to all Workplace Participants, regardless of their designation, position, or duration of employment/engagement. It also protects individuals visiting the SAVERA's premises from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment, as defined by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (**POSH Act**), includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive work environment. Examples of sexual harassment include, but are not limited to:

- a. Unwanted physical contact, such as touching, groping, hugging, or kissing.
- b. Verbal harassment, such as making lewd comments, jokes, or innuendos.
- c. Sexual advances, propositions, or requests for sexual favors.
- d. Displaying or forwarding sexually suggestive pictures, emails, or other materials.
- e. Creating a hostile work environment through intimidation, threats, or humiliation based on sex.

PROHIBITION OF SEXUAL HARASSMENT

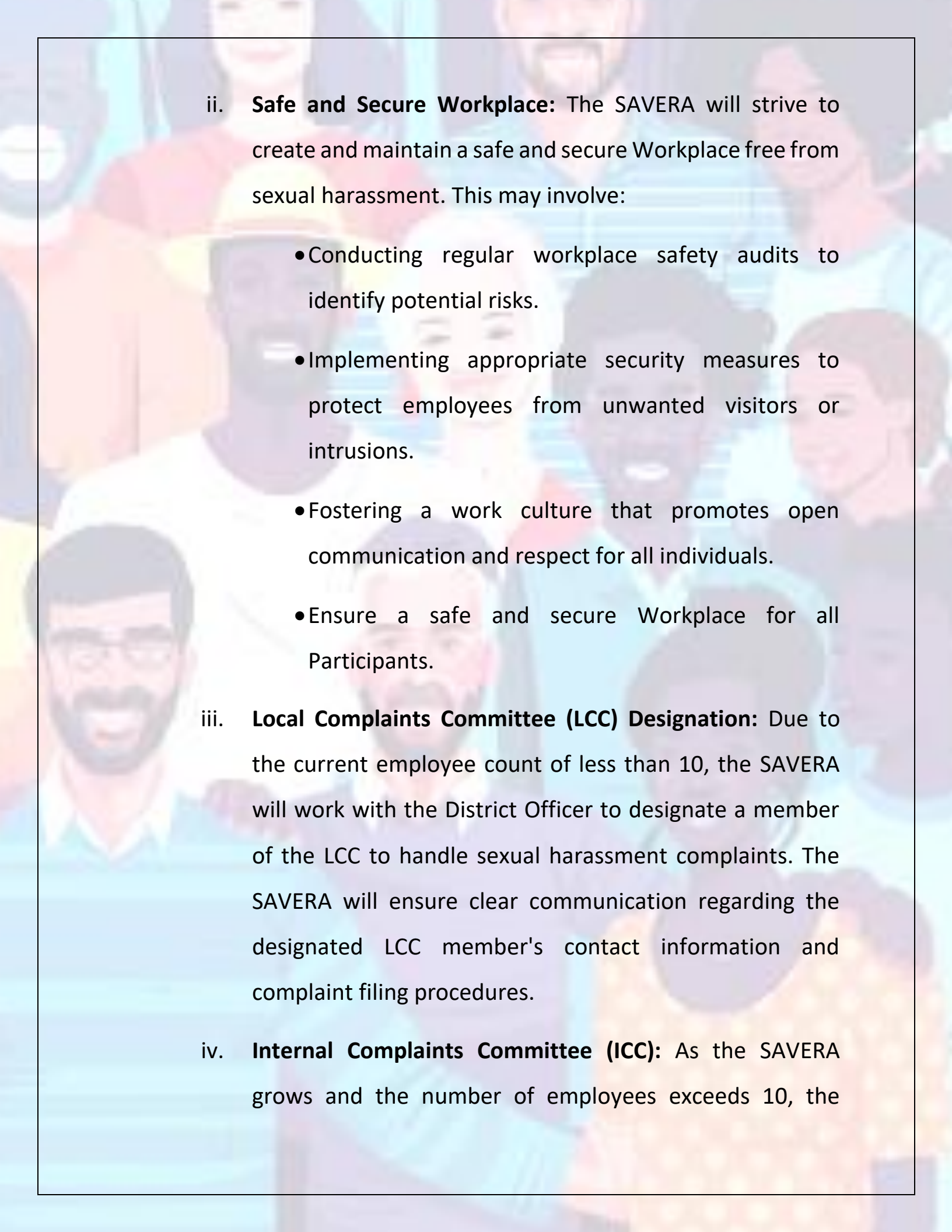
The SAVERA strictly prohibits any form of sexual harassment within its Workplace. All Workplace Participants have the right to work in an environment free from sexual harassment.

RESPONSIBILITIES

a. SAVERA Management:

i. **Implementation and Enforcement:** The SAVERA's management team holds ultimate responsibility for implementing and enforcing this policy. This includes:

- Distributing the policy to all Workplace Participants, including new hires, interns, and volunteers.
- Integrating sexual harassment awareness training into the onboarding process for all new employees, volunteers, and interns.
- Conducting periodic refresher training on sexual harassment prevention for all Workplace Participants.
- Reviewing and updating this policy periodically to ensure its effectiveness and compliance with evolving legal requirements.



ii. **Safe and Secure Workplace:** The SAVERA will strive to create and maintain a safe and secure Workplace free from sexual harassment. This may involve:

- Conducting regular workplace safety audits to identify potential risks.
- Implementing appropriate security measures to protect employees from unwanted visitors or intrusions.
- Fostering a work culture that promotes open communication and respect for all individuals.
- Ensure a safe and secure Workplace for all Participants.

iii. **Local Complaints Committee (LCC) Designation:** Due to the current employee count of less than 10, the SAVERA will work with the District Officer to designate a member of the LCC to handle sexual harassment complaints. The SAVERA will ensure clear communication regarding the designated LCC member's contact information and complaint filing procedures.

iv. **Internal Complaints Committee (ICC):** As the SAVERA grows and the number of employees exceeds 10, the

management team will take proactive steps to establish an ICC as mandated by the POSH Act. This will involve:

- Drafting and implementing detailed procedures for the functioning of the ICC.
- Appointing members to the ICC in accordance with the POSH Act guidelines.
- Providing necessary training and resources to the ICC members to effectively handle sexual harassment complaints.

b. Workplace Participants:

i. **Reporting:** All Workplace Participants, including employees, volunteers, interns, and consultants, are obligated to report any instances of sexual harassment they experience or witness. This can be done by:

- Submitting a written complaint to the designated LCC member.
- Reporting the incident to a trusted manager/supervisor within the SAVERA.

- Seeking guidance from the Human Resources department (if applicable).

ii. **Refrain from Harassment:** All Workplace Participants have a responsibility to refrain from engaging in any conduct that could be construed as sexual harassment. This includes:

- Unwanted physical contact, sexual advances, or propositions.
- Lewd comments, jokes, or innuendos of a sexual nature.
- Displaying or distributing sexually suggestive materials.
- Creating a hostile work environment through intimidation or humiliation based on sex.

c. **Cooperation in Investigations:** Workplace Participants who file a complaint or are involved in an investigation of sexual harassment are expected to cooperate fully. This includes:

- Providing truthful and complete information about the incident.

- Attending scheduled meetings and interviews with the LCC or ICC (if applicable).
- Maintaining confidentiality within the boundaries of the investigation.

COMPLAINT PROCEDURE

a. Local Complaints Committee (LCC):

Since currently the SAVERA currently has less than 10 employees, the POSH Act mandates the constitution of a Local Complaints Committee (LCC) by the District Officer.

i. Filing a Complaint:

- Any aggrieved woman (the individual who has experienced sexual harassment) can file a written complaint with the designated LCC member.
- The complaint can be submitted in person, by post, or by email.

ii. Composition of the LCC:

- The LCC will be constituted by the District Officer and comprise of:

- A Presiding Officer (a woman with not less than 10 years' experience in handling cases of sexual harassment).
 - Two other members, one of whom shall be from an NGO or women's organization.
- iii. Investigation and Redressal:
- The LCC will investigate the complaint in a time-bound manner, following the principles of natural justice.
 - Both the aggrieved woman and the respondent (the individual accused of sexual harassment) will be given an opportunity to be heard.
 - The LCC will recommend appropriate action to the District Officer, which may include:
 - Disciplinary action against the respondent.
 - Counseling for both parties.
 - Transfer/termination of employment.

b. Internal Complaints Committee (ICC):

The SAVERA will establish an Internal Complaints Committee (ICC) as and when required by the POSH Act, when the number of employees exceeds

10. The ICC will follow the complaint procedure and redressal mechanism as outlined in the POSH Act.

CONFIDENTIALITY

The SAVERA will maintain the confidentiality of all complaints and investigations to the extent possible. However, this may be limited if necessary to conduct a fair and impartial investigation or to comply with legal requirements.

TRAINING AND AWARENESS

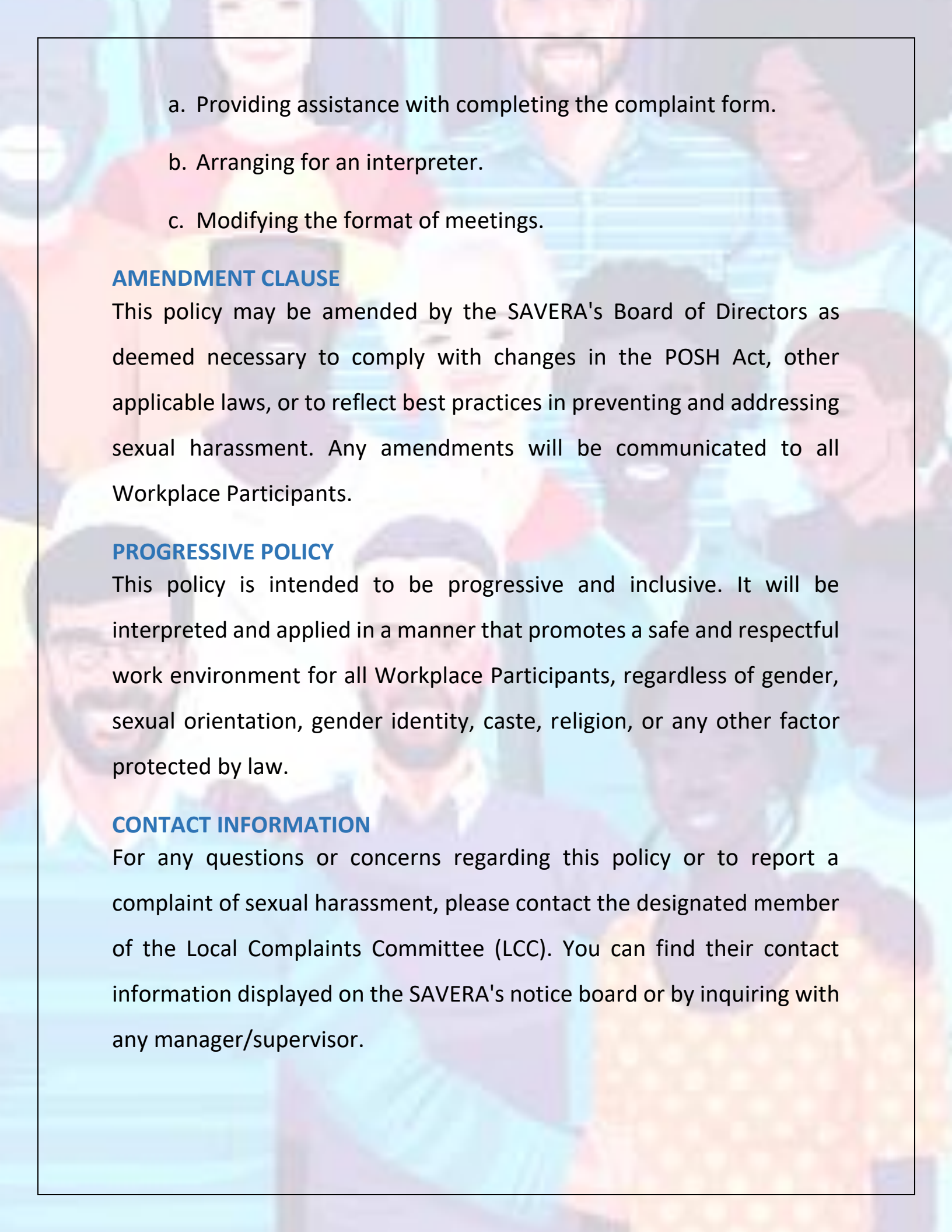
The SAVERA will organize periodic training sessions for all Workplace Participants to create awareness about sexual harassment, the provisions of the POSH Act, and the SAVERA's grievance redressal procedures.

ANTI-RETALIATION

The SAVERA prohibits retaliation against anyone who files a complaint of sexual harassment, participates in an investigation, or testifies as a witness. Any individual who retaliates against another person exercising their rights under this policy will face disciplinary action, up to and including termination of employment.

GRIEVANCE REDRESSAL FOR PERSONS WITH DISABILITIES

If the aggrieved individual is a person with a disability, the SAVERA will provide reasonable accommodations to ensure they can effectively participate in the complaint filing and investigation process. This may include:

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- a. Providing assistance with completing the complaint form.
 - b. Arranging for an interpreter.
 - c. Modifying the format of meetings.

AMENDMENT CLAUSE

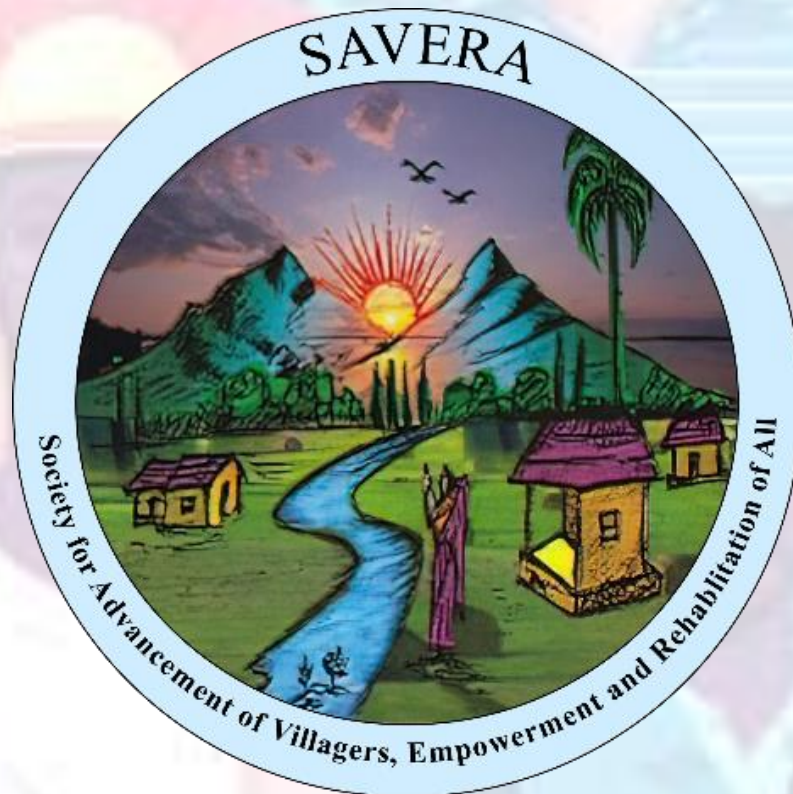
This policy may be amended by the SAVERA's Board of Directors as deemed necessary to comply with changes in the POSH Act, other applicable laws, or to reflect best practices in preventing and addressing sexual harassment. Any amendments will be communicated to all Workplace Participants.

PROGRESSIVE POLICY

This policy is intended to be progressive and inclusive. It will be interpreted and applied in a manner that promotes a safe and respectful work environment for all Workplace Participants, regardless of gender, sexual orientation, gender identity, caste, religion, or any other factor protected by law.

CONTACT INFORMATION

For any questions or concerns regarding this policy or to report a complaint of sexual harassment, please contact the designated member of the Local Complaints Committee (LCC). You can find their contact information displayed on the SAVERA's notice board or by inquiring with any manager/supervisor.



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