**PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY**

1. **COMMITMENT:**
2. \_\_\_\_\_\_\_also referred to as the Company) is committed to providing a work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.
3. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity.
4. The Company will not tolerate any form of sexual harassment and is committed to taking all necessary steps to ensure that its employees are not subjected to any form of harassment.

1. **SCOPE:**

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the Company, including all subsidiaries and affiliated companies at their workplace or at client sites. The Company will not tolerate sexual harassment if engaged in by clients or by, suppliers or any other business associates.

The workplace includes:

* 1. All offices or other premises where the Company’s business is conducted.
  2. All company-related activities are performed at any other site away from the Company’s premises.
  3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

1. **DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual harassment at the workplace includes:

1. unwelcome sexual advances (verbal, written or physical),
2. demand or request for sexual favours,
3. any other type of sexually-oriented conduct,
4. verbal abuse or ‘joking’ that is sex-oriented,
5. Any conduct that has the purpose or the effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.
6. Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment, although the intention of the individual might not be to offend the other person.
7. **RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:**
8. All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to this policy.
9. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.
10. **COMPLAINT MECHANISM:**

An appropriate complaint mechanism in the form of a “Complaints Committee” has been created in the Company for time-bound redressed of the complaint made by the victim.

1. **COMPLAINTS COMMITTEE:**

The Company has instituted a Complaints Committee for redressal of sexual harassment complaints (made by the victim) and for ensuring time-bound treatment of such complaints.

Initially, and till further notice, the Complaints Committee will comprise the following four members:

* 1. **Presiding Officer:** Woman employee at the level of Assistant General Manager or above
  2. Senior Woman Employee from Personnel Function **(Member)**
  3. A senior employee of the Division/ location from where the complaint has originated **(Member)**
  4. Member from an NGO or Lawyer **(Member)**

The Presiding Officer reserves the right to nominate more members of appropriate seniority and rank in the committee to conduct such enquiries to ensure equal representation of the gender as that of the complainant or for any other valid reason.

The Complaints Committee is responsible for:

1. Investigating every formal written complaint of sexual harassment
2. Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
3. Discouraging and preventing employment-related sexual harassment
4. **PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:**

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

**To Access the full version of this Document do visit:** [**https://www.startuphrtoolkit.com/**](https://www.startuphrtoolkit.com/)