

POSH POLICY

1. Objective

The policy aims to create a safe, secure, and respectful work environment for all employees, particularly women, by preventing and addressing any acts of sexual harassment at the workplace.

2. Scope

The policy is applicable to all employees (permanent, temporary, contractual, trainees), visitors, consultants, clients, and vendors at all workplaces, premises, and locations associated with the company, including during work-related travel and events.

3. Definition of Sexual Harassment

- As per Section 2(n) of the Act, sexual harassment includes:
- Physical contact and advances;
- A demand or request for sexual favours;
- Making sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. Internal Complaints Committee (ICC)

- The company has constituted an Internal Complaints Committee (ICC) at each office/location as per the Act.
- Composition of ICC:
- Presiding Officer: A senior woman employee
- Two Members: Employees with experience in legal/social work or committed to women's causes
- External Member: From an NGO or legal background familiar with sexual harassment issues

5. Redressal Mechanism

- Complaint Filing: Any aggrieved woman can make a written complaint within 3 months of the incident to the ICC.
- Conciliation: Before initiating an inquiry, the ICC may offer conciliation (no monetary settlement).
- Inquiry Process: ICC will complete the inquiry within 90 days and submit the report to the employer.

➤ Action: Based on the report, appropriate action will be taken within 60 days, which may include warning, transfer, suspension, or termination.

6. False Complaints

False or malicious complaints or misleading evidence will attract disciplinary action as per the company's code of conduct.

7. Confidentiality

All proceedings, identities, and related information will be kept confidential and disclosed only to those involved in the process.

8. Awareness and Training

The company will conduct regular workshops, sensitization programs, and training to promote awareness about sexual harassment and the POSH Act.

9. Annual Reporting

The ICC shall submit an annual report to the employer and the District Officer as per the format provided in the Act, detailing the number of complaints received and their outcomes.

10. Policy Review

This policy will be reviewed periodically and amended as necessary to ensure compliance and effectiveness.