

**PREVENTION OF
SEXUAL
HARASSMENT
POLICY**

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CONTEXT

This Policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, along with Rules framed thereunder (hereinafter The POSH Act). While the Policy covers all the key aspects of the POSH Act, for any further clarification reference shall always be made to the POSH Act itself and its provisions shall prevail.

- i. **Maharaja Shivachhatrapati Pratishthan** Trust is committed to create an atmosphere in which all the employees can work together without any apprehension of sexual harassment. Our success is based on our people. We treat each other with utmost respect and dignity and expect the same from others. We recruit competent, responsible and motivated people who respect our values. We provide equal opportunities to all and protect their privacy and **will not tolerate any form of harassment [sexual or otherwise] or discrimination.**
- ii. **Maharaja Shivachhatrapati Pratishthan** Trust believes that all its employees including regular, temporary, 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, voluntary workers, co-worker, contract worker, intern, apprentice, probationer, trainee, work-from-home (WFH) employees, etc as well as other persons who have been dealing with the organization have the right to be treated with respect and dignity. **Sexual Harassment, in any form is an offence and therefore punishable, as well.**

- iii. **Maharaja Shivachatrapati Pratishthan** Trust is committed to provide a work environment free from Sexual Harassment. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, along with Rules, 2013 (hereinafter referred to as “the Act, 2013”) creates specific obligation on all employers for protection of women employees against sexual harassment at workplace.

OBJECTIVES

- a. Issuing a policy statement defining and preventing sexual harassment and laying down the procedures to curb such tendencies and to provide punishment to and prosecution of the wrong doers.
- b. No employee shall be subject to intimidation, exploitation and sexual harassment at the workplace.
- c. All members of the organization, including those who are in temporary or short-term positions, will also be subject to this policy.
- d. Promptly addressing issues relating to sexual harassment while maintaining the highest level of confidentiality.
- e. Ensuring compliance with the Act 2013 as well as the **Maharaja Shivachatrapati Pratishthan** Trust’s Code of Conduct.
- f. to prevent sexual harassment in its workplace and to provide a procedure for the resolution, settlement and/ or disposition of sexual harassment cases. **Prevention of Sexual Harassment Policy of Maharaja Shivachatrapati Pratishthan** Trust is committed to providing a place of work which is free from sexual harassment, intimidation and

exploitation. It is expected that all employees, including visitors who are visiting the Trust offices/premises shall treat each other with utmost respect and conduct

themselves in an orderly manner. All members of the Trust, including regular, temporary, 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, voluntary workers, co-worker, contract worker, intern, apprentice, probationer, trainee, etc as well as other persons who have been dealing with the organization will be subjected to this policy. Any person found to be violating this policy will be subjected to strict disciplinary action.

SCOPE AND EFFECTIVE DATE

Sexual Harassment is against the law and all employees have a legal right to a workplace free from sexual harassment. This policy is one of the component of **Maharaja Shivachtrapati Pratishthan** Trust's commitment to a discrimination free work environment. Sexual harassment either intentional or not, has no place in the work environment.

This policy extends to all the employees of **Maharaja Shivachtrapati Pratishthan** Trust in India, those who are visiting India locations and who are on-site locations in and out of India and also employees working from home. This policy is deemed to be incorporated in the service Rules & Conditions of all employees and comes into effect immediately.

Maharaja Shivachtrapati Pratishthan Trust will take all necessary preventive measures in cases where sexual harassment occurs to any employee as a result of an act by a third party or outsider while on official duty. **Maharaja Shivachtrapati Pratishthan** Trust shall also assist the employee

who is a victim of sexual harassment, to initiate legal action against the perpetrator.

The Policy is not in derogation of any other legal rights of the affected person.

DEFINITIONS

Sexual Harassment:

“Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or indirectly) namely

Physical contacts and advances; or

- i. A demand or request for sexual favors,
- ii. Showing or seeing pornography,
- iii. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature,
- iv. Any rumors, talk at workplace with sexually colored remarks; or
- v. Any of the following circumstances if they occur in relation to or connected with (i) to (v) above:
 - a) Implied or explicit promise of preferential treatment in her employment,
 - b) Implied or explicit threat of detrimental treatment in her employment,
 - c) Implied or explicit threat about her present or future employment status,
 - d) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - e) Humiliating treatment likely to affect her health or safety

- vi. Physical and/or verbal or non-verbal conduct such as loaded comments, remarks or jokes, letters, phone calls, SMSs or emails, gestures; or
- vii. Spreading rumors about an employee's sexual relationship,
- viii. When any employee uses with a sexual purpose, the body or any part of it or any object as extension of body in relation to another person without his/her consent or against his/her will, such conduct shall amount to sexual assault, or
- ix. Abetment to any or all of the above

[Unwelcome Acts: in determining whether the behavior or act complained of, is an unwelcome act/or is sexual harassment, one of the factors to be given due weight shall be the subjective perception of the complainant.]

- Unwelcome acts or behavior committed directly or by implication such as deliberate and unwarranted physical contact and advances, physically or virtually stalking someone which installs fear, discomfort to the other
- A demand for sexual favors with a promise of advancement in career and growth, or forcing to succumb to sexual favors by seniors, installing fear in the mind of an employee if she did not grant sexual favors,
- Sexually colored remarks or innuendos, inappropriate questions or remarks about a person's sex life or any suggestive remarks directed towards another, in private or public space of the work premises, during meetings, interviews seminars, discussions, appraisals, whether it pertains to a person's apparel or body parts or habits, which is humiliating or makes the concerned person uncomfortable,

- Showing pornography or disseminating via any media, making or posting lewd comments, display of sexist or offensive pictures, posters, MMS, SMS, WhatsApp or emails,
- Any other unwelcome physical conduct, verbal or non-verbal behavior, gestures etc of sexual nature such as intimidation, threats, blackmail or threat of retaliation,
- Unwelcome social invitations with sexual overtones which makes a person uncomfortable.”

i. Examples of Sexual Harassment:

The following acts can be described as some of the instances of sexual harassment:

- a) Physical acts of sexual nature, such as touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body, poking another employee’s body, sexual battery & assault, rape or attempts to commit these,
- b) Unwanted sexual advances/propositions such as requests for sexual favors accompanied by implied/overt threats concerning the employee’s job performance, evaluation, appraisal, promotion or other benefits, subtle or obvious pressure for unwelcome sexual activities,
- c) Sexually oriented gestures, noises, remarks, comments, jokes about a person’s sexuality/ sexual experience,
- d) Sexual/discriminatory displays/publications such as pictures, posters, calendars, graffiti, objects, promotional material or reading material that are sexually demeaning or pornographic. This also includes sexual displays on workplace computers, cell phones and sharing such displays while at the workplace,

- e) Hostile actions taken at workplace against an individual because of that individual's sex, sexual orientation, gender identity etc which includes bullying, shouting, name-calling, sabotaging the individual's work, interfering with the individual's ability to perform the job, damaging/destroying the individual's work station and tools etc
- ii. What is not Sexual Harassment:**
- Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not offensive or which does not weaken morale and any behavior which does not interfere with work.
- iii. Who can be a target of sexual harassment:**
- Sexual harassment can occur between any individuals, regardless of their sex and gender, employees, paid/unpaid interns, non-employees, including independent contractors, administrative staff, etc. Harassers can be a superior, subordinate, a co-worker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, visitor
- iv. Where can sexual harassment occur:**
- Sexual harassment may be committed in any work-related place, office, factory, training environment, on-site, seminars, conferences, and may include the following:
- a) In/outside the office building/training site,
 - b) Office/training related social functions,

- c) In the course of work assignments outside the office,
- d) During work-related travel,
- e) Cafeteria & washrooms of the Company
- f) Employer sponsored events or parties
- g) Calls, texts, emails and social media usage by employees can constitute sexual harassment even if they occur away from the workplace premises, on personal devices or even during non-working hours.

v. **Employee**

Employee would include any person employed at **Maharaja Shivachatrapati Pratishthan** Trust, for any work on regular, temporary, 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, voluntary workers, co-worker, contract worker, intern, apprentice, probationer, trainee, work-from-home (WFH) employees etc.

vi. **Workplace**

Each of the Units of **Maharaja Shivachatrapati Pratishthan** Trust, factories, establishments, offices, branch offices, in India (irrespective of the number of employees engaged) is a 'workplace' and it shall mean to include any place where the employee works or visits during the course of employment and all such places being under the control of the Trust, including Hotel, Guest House, etc where the employee is required to stay during the course of

employment and includes transportation provided by the employer for undertaking journeys.

vii. Employer

The Head of the Company, the CEO of the Company, Owner, Proprietor, Managing Director, Executive President, Trustees, President/Chairman of a Trust, etc

viii. The Internal Complaint Committee

Formed by **Maharaja Shivachatrapati Pratishthan** Trust, for redressal of complaints of sexual harassment in accordance with the procedure laid down in this policy.

ix. Complainant

A complainant is the person who lodges a complaint.

x. Respondent

The respondent is the person against whom a complaint has been lodged.

xi. Conciliation

The out of court, alternative method of settlement of the issue after the complainant and respondent voluntarily seek to reach an amicable solution with the assistance of a third party, the conciliator.

xii. Retaliation Any action taken by the respondent against the complainant or third party to penalize the latter (complainant/third party) for

participating in any process related to the pursuit of a sexual harassment complaint.

xiii. Third Party

Third party means and includes any person not on the rolls of **Maharaja Shivachtrapati Pratishthan** Trust, but who, in the course of related activities, interacts with the employees of **Maharaja Shivachtrapati Pratishthan** Trust.

xiv. Employer's Responsibility:

Maharaja Shivachtrapati Pratishthan Trust undertakes to provide its employees, officers, staff, workers a work environment free from sexual harassment in the course of employment. Sexual harassment is specifically prohibited as unlawful and as a violation of **Maharaja Shivachtrapati Pratishthan** Trust's policy. The Trust shall take all necessary steps to prevent sexual harassment at its workplace and take immediate steps/actions to stop sexual harassment and promptly investigate any allegation of work-related sexual harassment.

- a) Formulate a policy on Sexual Harassment and disseminate the same to all locations ensuring all the employees have received it or make sure the newly inducted employee receives the Sexual Harassment Policy at the time of induction.
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the Internal Committee. (IC)

- c) Organize awareness programs and workshops for all employees involving gender sensitization and also give them knowledge of legal provisions relating to sexual harassment, at regular intervals.
- d) Provide a safe working environment at workplace.
- e) It is mandatory for every Employer to constitute an Internal Committee (IC) for its organization if there are 10 or more than 10 employees working in the same.
- f) Provide necessary facilities to the IC at the time of investigation of complaints of sexual harassment.
- g) Assist in securing the attendance of the Respondent and witnesses before the IC.
- h) Make available any information to the IC with regard to the complaint.
- i) Provide assistance to the aggrieved woman if she chooses to file a police complaint against the respondent.
- j) Treat sexual harassment as a misconduct under the service rule and initiate action for such misconduct.
- k) Monitor timely submissions of reports by the Internal Committee.

xv. **THE INTERNAL COMPLAINT COMMITTEE: (IC)**

In accordance with the provisions of the POSH Act 2013, the **Maharaja Shivachatrapati Pratishthan** Trust will form an Internal Complaints Committee (IC) at each Unit/location/ branch office/administrative office, to regulate the process of enquiry and redressal of sexual harassment complaints.

Composition of Internal Complaints Committee

The Internal Committee shall consist of 4 people, viz-

- a) **1 Presiding Officer**- A woman employed at a Senior level from amongst the employees who is interested in the welfare of women,
- b) **2 Members** (at least one of them has to be a woman) who are committed to the cause of women and who have experience in social work, or have legal knowledge and
- c) **1 External Member**-from any NGO committed with to the cause of women or a person familiar with issues relating to sexual harassment.
- d) At least one half of the total members shall be women.
- e) The tenure of the IC shall be 3 years. Changes in the constitution of the Internal Committee, whenever necessary, shall be made as expeditiously as possible within 15 days of the date of vacancy of the office.
- f) A quorum of 3 members is required to be present for the proceedings to take place i.e., the Presiding Officer, at least 2 members, one of whom shall be a woman.
- g) Allowance/Fees: Payment of fees for holding the proceedings and reimbursement of travel cost to the member appointed from non-governmental organization (NGO) shall be paid as per agreed terms.

xvi. Responsibilities of the Internal Committee

- a) Provide assistance if an employee chooses to file a complaint with the police,

- b) Provide mechanism for a dialogue and dispute redressal to address the issue at hand in a fair and just manner,
- c) Protect the identity of the complainant and recommend interim reliefs to the complainant during the pendency of the investigation,
- d) Ensure that the complainant or witnesses are not victimized or discriminated against,
- e) Ensure that retaliation or adverse action against the complainant or witnesses is severely dealt with.

POWERS OF THE INTERNAL COMPLAINT COMMITTEE

1. Initiate enquiry procedure

- i. To take cognizance of a complaint if it is made within 3 months from the date of the incident or from the date of the last incident.
- ii. To take steps to settle the matter by conciliation (at the request of the complainant) although no monetary settlement can be made through conciliation.
- iii. In the event that a settlement has been arrived at through conciliation, then provide copies of the recorded settlement to the employer, complainant and respondent. The employer is directed to take steps as specified in the recommendations.
- iv. In the event that no settlement is achieved through conciliation, then the IC shall proceed to make inquiries into the complaint in accordance with the service rule applicable to the Respondent and where no such rule exists, in the manner prescribed under Rule 7 of

the POSH Act 2013. The enquiry must be completed within a period of 90 days.

- v. Within 10 days after the completion of the inquiry, the IC shall submit a report to the employer and the parties.
2. The Committee shall have the power to summon witnesses and call for documents or any other information from any employee.
 3. If the Committee has reason to believe that any employee is capable of furnishing any relevant information or documents related to the matter at hand, it may direct such a person to produce the same by serving a notice in writing to that person. The Committee also has the power to summon any person concerned with the matter at hand.
 4. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced.
 5. Upon such production of documents/information called for, the Committee shall have the power to make copies of such documents as it deems necessary for the purpose of the proceedings.
 6. The Committee shall have the power to issue interim directions to any person involved in the matter. The Internal Committee, at the written request of the complainant may recommend to the employer to:
 - i. Transfer the complainant or respondent to any other workplace during the pendency of the inquiry, or
 - ii. Grant leave to the complainant for a period of 3 months, during the pendency of the inquiry,

- iii. Restrain the respondent from reporting on the work performance of the complainant and assign the same to another officer.
7. To seek medical, legal or police intervention with the consent of the complainant and make arrangements for psychological/legal support to the complainant.
8. The Internal Committee shall have the power to recommend the action to be taken against the respondent if he is found guilty of (a) sexually harassing the complainant, (b) retaliating against/victimizing the complainant or any other person before it and (c) making false charges of sexual harassment against the respondent.

PROCEDURE TO REGISTER A COMPLAINT

1. It is the obligation of all employees to report sexual harassment experienced by them personally. Preventing sexual harassment is everyone's responsibility. The **Maharaja Shivachhatrapati Pratishthan** Trust, alone cannot prevent or remedy sexual harassment unless it is informed about it. Any employee subjected to sexual harassment behavior is encouraged to report such behavior to a supervisor or manager or the designated Officer. A concerned co-worker who witnesses or even becomes aware of potential instances of sexual harassment is encouraged to report such behavior immediately.

Such reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees, paid/unpaid, interns or non-employees who

believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section of legal protection.

2. The complaint shall be given in writing to the Internal Committee of the Trust. It can also be emailed to the following email id shivrushtipune@gmail.com giving details of the incident within a week of its occurrence.
3. The complainant may also contact his Reporting Manager/ HR Manager, or any other employee appointed for the purpose. Upon receipt of the complaint, the Reporting Manager/HR/ any other employee shall send an email communication to the Internal Complaints Committee, providing all the necessary details of the complaint. The Complainant must be copied in all such communication.
4. The person accused will be informed that such a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
5. The Committee shall undertake a fair and just investigation. Both the complainant and respondent shall be questioned separately as to ascertain the veracity of their contentions.
6. The Committee shall inform the complainant and respondent of the outcome of the investigation. The investigation must be completed within 90 days from the receipt of the complaint.

INVESTIGATION PROCESS

- 1. Decision by the Committee to pursue the case**

The committee shall, within 7 working days from the receipt of the complaint, establish a prima facie case of sexual harassment on the basis of the definition of sexual harassment as given in the policy. Alternately, reasons for not pursuing the complaint must be recorded in the minutes and made available to the complainant in writing.

2. Statement of Allegation and response of accused to charges

If the Committee decides to pursue the case, the committee shall prepare a statement of allegation and hand it over to the person against whom the complaint is made and give him/her an opportunity to submit a written explanation if he/she so desires within 7 days of the receipt of the same. A true copy of the complaint is to be forwarded to the respondent.

3. Evidence

- i. If the complainant and respondent want any witnesses to be called, they shall communicate the details of such witnesses (names, contact numbers, email addresses etc) in writing to the Committee,
- ii. If the complainant or the respondent wish to submit any documents as evidence before the Committee, they shall supply original copies of such documents and affix their respective signatures on the same to certify them to be original documents.
- iii. The goal of the investigation is to find facts which will be obtained by interviewing the complainant, the respondent and witnesses, as deemed relevant by the Committee.
- iv. Discussions can be conducted with the complainant, victim, respondent as required.

4. Submission of the Report

- i. The Committee shall complete the investigation within 90 days.
- ii. The final decision (Annual Report) shall be communicated to the complainant and the respondent.
- iii. The Committee shall submit the Annual Report to the employer and District Officer in each calendar year. The annual report will mention the number of complaints of sexual harassment received (only applies to cases where the complainant is a woman) in a year, number of complaints disposed of during the year, number of cases pending for more than 90 days, nature of action taken by the employer, number of workshops/awareness programs against sexual harassment conducted.

5. Documentation

The Committee is duty bound to maintain complete and accurate documentation of the complaint, its investigation and the resolution thereof. All the records shall be retained for as long as the complainant and respondent continue to be employed by **Maharaja Shivachtrapati Pratishthan** Trust. Copy of the records shall be kept in a secure and confidential location and shall be made available to appropriate officials of **Maharaja Shivachtrapati Pratishthan** Trust or other authorized individuals, as determined by law.

REDRESSAL

Possible Disciplinary Actions as an outcome of Inquiry

- i. Where allegations of sexual harassment are not proved, the Internal Committee shall recommend to the employer that no action shall be taken against the respondent.
- ii. Where the allegations of sexual harassment are proved and in cases where it is found that the allegations levied by the complainant are false, malicious and misleading or any documents are found to be falsified thereby misleading the Internal Committee, it may recommend the employer to
 - a. Demand a written apology, issue a warning, reprimand/censure, withhold pay rise/increments, terminate the respondent, undergo counselling session or carry out community service,
 - b. Deduct from the salary /wages of the respondent, such sum as it may consider appropriate to be paid to the complainant/ her legal heir,
 - c. Take action in accordance with the service rules which treat 'sexual harassment' as a misconduct,

Provided that a mere inability to substantiate a complaint or provide adequate proof, need not attract action against the complainant.

ROLES & RESPONSIBILITIES

Employees

Are encouraged to familiarize themselves with the key elements of the POSH Policy and should:

- a. Abstain from committing any acts which amount to sexual harassment at the workplace,
- b. Report incidents of sexual harassment without any fear/favor,
- c. Create an environment of conduciveness for co-workers to work together without fear of harassment.
- d. Get clarifications from your HR whenever in doubt.

HOD's and Managers

- a. Provide appropriate conditions for work, leisure, health and ensure there is no hostile environment in the workplace,
- b. Provide basic amenities in the factory- proper lighting and safety measures in premises, corridors, and other office spaces where employees move about in the course of their working,
- c. Report any complaint/grievance immediately to the concerned authorities,
- d. Ensure there is no retaliation/retribution happening at the workplace,
- e. Implement the disciplinary action along with HR,
- f. Ensure issues regarding sexual harassment are discussed periodically during meetings- brief outline of the Policy, details of members of the Internal Committee etc.

Human Resource Department

- a. Take necessary preventive action in order to avoid any instances of sexual harassment.
 - i. **Gender sensitization workshops,**

There is a need to conduct gender sensitization workshops for employees at all levels as well as for third parties, individuals or groups. These workshops aim at eliminating any gender biases of individuals, making them more sensitive.

ii. Workshops on sexual harassment at workplace

These workshops are conducted to inform the staff and third parties about issues of sexual harassment at the workplace, the POSH Act, 2013, as well as **Maharaja Shivachtrapati Pratishthan** Trust's policy on sexual harassment.

iii. Information at the time of appointment

It will be mandatory to include a feature on **Maharaja Shivachtrapati Pratishthan** Trust's existing policy on sexual harassment at the workplace and its scope in the appointment letter of the newly inducted employee. An induction will be provided to the employee about the policy.

iv. To organize workshops, awareness programs, seminars, capacity

building/skill building programs & orientation programs at regular intervals for the members of the Internal Complaints Committee.

- b. To display the penal consequences of sexual harassment at a conspicuous area of the workplace and the order constitution the Internal Committee and also to declare the names and contact details of all members of the internal Committee.
- c. Any act of sexual harassment to be notified as misconduct under the Standing Orders of **Maharaja Shivachtrapati Pratishthan** Trust.
- d. Provide sufficient security at all entry and exit points and also in cases where women employees are transported to and from work, especially in the late hours.

- e. Provide appropriate medical facilities and separate toilet facilities for women employees,
- f. Clarify to employees on any queries related to sexual harassment policy wherever required,
- g. Maintain records of all sexual harassment cases and findings,
- h. Recommend actions to be taken along with the Complaint Committee.
- i. Ensure that appropriate training is provided to members of the Complaints Committee,
- j. Form an Internal Complaints Committee at various offices/units and hold periodic meetings with them.

CONFIDENTIALITY

Prohibition of publication or making known contents of the complaint or enquiry proceedings-

- i. The contents of the complaint, the identity and related information of the complainant, respondent and witnesses, any information relating to conciliation and enquiry proceedings, recommendations by the Internal Committee and actions taken by the employer shall not be published, communicated or be made known to the public, press/media, in any manner.
- ii. Where any person entrusted with the duty to handle the complaint, inquiry, recommendation or action to be taken, discloses the information to the public, press/media in any manner, shall be made liable under the Service Rules and a penalty of Rs. 5,000/- shall be levied by the employer on such a person.

PROTECTION AGAINST RETALIATION

Regardless of the outcome of the complaint, the employer is dutybound to protect the complainant, respondent and any witnesses from any form of retaliation, victimization or discrimination. Any unwarranted pressures or any other type of unethical behavior from the respondent against the complainant or witnesses during the investigation should be reported by the complainant to the Committee as soon as possible and without any fear. The employer ensures that strict disciplinary action will be taken against such complaints.

FLOWCHART OF THE INVESTIGATION

Report sexual harassment by personally informing the designated person/Manager/HR Manager/sending an email to **shivrushtipune@gmail.com** within 3 months of the occurrence of the incidence.

I

Person alleged as accused is informed about a complaint filed against him/her

I

IC prepares prima facie case within 7 working days on receipt of the complaint to decide whether to pursue the case.

I

Decides not to
Pursue the case

Prepares a statement of allegation & hands it over to respondent. Allow him 7 days to Submit his written explanation.

Complainant can opt for conciliation to Resolve the issue, or continue with the Investigation.

Complainant & Respondent can call upon Witnesses or submit any documents/proof.

IC examines the witnesses, documents & Records its findings.

IC completes investigation & submits its Report with recommendations to the employer.

IC submits its report for filing with CEO's Office and for Annual report.

The entire proceedings should be completed within 90 days.

Penal Consequences for Sexual Harassment

As per section 19(b) of Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

The employee against whom the allegation of sexual harassment is proved, becomes liable for any of the following actions:

- Demand for a written letter of apology
- Warning letter/memo, reprimand or censure
- Withdrawal/withholding promotion
- Withdrawing the increment due
- Termination from Company services
- Undergoing counseling sessions
- Carrying out community service
- Any other action as per Company Service Rules or as the Management may deem fit.

[Note: To be displayed at a conspicuous place at the workplace]

INTERNAL COMPLAINTS COMMITTEE

Sr. No	Name	Designation	Contact No.	Email
1	<i>Adv. Aditi Kane</i>	<i>Chairperson</i>	<i>9545018222</i>	<i>Ashrie123@gmail.com</i>
2	<i>Mr. Anil Vithalrao Pawar</i>	<i>Secretary</i>	<i>9860796443</i>	<i>anilpawar2995.ap79@gmail.com</i>
3	<i>Ms. Sarika Kanalakkar Gaikwad</i>	<i>Clerk</i>	<i>9021300377</i>	<i>sarikagaikwad433@Gmail.com</i>
4	<i>Ms. Nivedita Amol Mahangade</i>	<i>Operator</i>	<i>9145526963</i>	<i>nikitamahangdae@gmail.com</i>
5	<i>Ms. Swati Suhas Shinde</i>	<i>Operator</i>	<i>9373396859</i>	<i>Swatishinde5036kgmail.com</i>

