



# **Prevention of Sexual Harassment Policy**

## **Aambra Foundation**

According to the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, POSH Act, enacted in the year 2013, any organization with more than 10 employees have to draft a POSH Policy, set up an Internal Complaints Committee to handle complaints, provide training to its employees and report the number of cases filed and action taken annually.

We, at Aambra Foundation, although are not legally bound by this law as we have less than 10 permanent employees but since we are an organization engaged in championing women's causes for almost a decade, we are committed to create a safe work environment free from any form of sexual harassment and where all employees are treated with dignity and respect.

The policy aims to prohibiting, preventing and deterring the commission of acts of sexual harassment at the workplace.

The organization is committed to the effective dissemination of this policy. All stakeholders and managers are required to ensure that they and their team are aware of the policy and are encouraged to adhere to it.

This Prevention of Sexual Harassment Policy is effective from \_\_\_\_\_.

## **Applicability**

1. This policy extends to all employees of the organization, including those employed on a regular, temporary, ad-hoc or daily wage basis and those working on a voluntary basis.
2. In addition to the above, this policy also extends to those who are not employees of the organization but affected in the course of any activity of the organization.

## Scope

1. The scope of this policy extends to all workplaces including the office, project locations as well as any external location used for the purposes of work carried out by the organization.

## Roles and responsibilities

1. All personnel are expected to respect the rights of others and to never encourage any type of harassment.
2. All personnel are encouraged to advise others of unwelcome behaviour and deter others from involving in any such activities.

## Sexual harassment

1. Sexual harassment includes any one or more of the following unwelcome acts or behaviour, whether directly or by implication -:
  - a. Physical contact and advances,
  - b. Demand/request for sexual favours,
  - c. Making sexual remarks,
  - d. Showing pornography, or
  - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## Acknowledgement

1. By signing this policy :
2. I acknowledge that I have reviewed the above listed policies and guidelines of the organization and understand my responsibilities.
3. I agree to report any actual or potential situation or incident that may be contrary to the above policies as soon as I become aware of it.
4. I agree to abide by the aforementioned policies and I understand that my failure to follow the policies may result in disciplinary action.

Employee Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_