**Policy on Prevention of Sexual Harassment (POCSO)**

[Company Name] is committed to providing a safe, inclusive, and respectful work environment for all employees. This Policy on Prevention of Sexual Harassment (POCSO) is established to prevent, prohibit, and address incidents of sexual harassment within the workplace.

**Purpose**

The purpose of this policy is to:

- Define and prohibit sexual harassment.

- Establish a reporting mechanism for incidents of sexual harassment.

- Provide a framework for investigations and resolution of complaints.

- Promote a culture of respect, dignity, and equality in the workplace.

**Scope**

This policy applies to all employees, contractors, vendors, interns, and any other individuals engaged with [Company Name] in a professional capacity.

**Definitions**

* **Sexual Harassment:** Any unwelcome conduct of a sexual nature, whether verbal, physical, or visual, that creates an offensive, hostile, or intimidating work environment.
* **Complainant**: Any person who alleges an incident of sexual harassment.
* **Respondent**: Any person against whom a complaint of sexual harassment is made.
* **Inquiry Committee:** A committee constituted to inquire into complaints of sexual harassment.
* **Confidentiality**: Refers to the duty to protect the privacy and identities of parties involved in the complaint process.

**Prohibited Conduct**

The following behaviors are strictly prohibited and may be considered acts of sexual harassment:

- Unwanted sexual advances or requests for sexual favors.

- Sexual comments, gestures, or jokes.

- Displaying sexually suggestive materials.

- Physical contact or proximity of a sexual nature.

- Sexual coercion or pressure for sexual favors.

**Reporting Procedure**

Any employee who believes they have been subjected to sexual harassment or has witnessed an incident, is encouraged to report the matter immediately. Reports should be made to [Designated Officer/Contact Person] via [Contact Details].

**Investigation Process**

Upon receipt of a complaint, an Inquiry Committee will be constituted to conduct an impartial investigation. The committee will interview the complainant, respondent, and any relevant witnesses. The findings will be documented, and appropriate action will be taken.

**Confidentiality**

All parties involved in the complaint process are expected to maintain strict confidentiality. Information related to the complaint, including identities of the parties, will be disclosed only on a need-to-know basis.

**Non-Retaliation**

[Company Name] strictly prohibits any form of retaliation against individuals who report incidents of sexual harassment or participate in the investigation process.

**Disciplinary Action**

Any employee found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination of employment.

**Training and Awareness**

[Company Name] will conduct regular training sessions on prevention of sexual harassment to ensure employees are aware of their rights and responsibilities under this policy.

**Review and Revision**

This policy will be reviewed periodically to ensure its effectiveness. [Company Name] reserves the right to revise, amend, or modify this policy at any time.

**Acknowledgment**

I, [Employee Name], hereby acknowledge that I have received, read, and understood the [Company Name] Policy on Prevention of Sexual Harassment.

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

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

[Employee Name]

[Job Title]

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*Note: This template is a general guideline and should be customized to align with the specific policies and procedures of your company. It is recommended to seek legal advice when creating or modifying policies related to sensitive issues like sexual harassment.*