

POSH POLICY

PREVENTION OF SEXUAL HARRASMENT POLICY(POSH)

ALPHIND HEALTHCARE PVT LTD

V 1.1

POSH POLICY**VERSION HISTORY**

Date	Version #	Change History	Prepared by	Reviewed by	Approved by
14-03-2024	1.0	First Baseline	Sail Leka	Patrick John G	Bhuvaneswari S
14-03-2024	1.1	Annual Review and POSH member list Updated	Sail Leka	Patrick John G	Bhuvaneswari S

POSH POLICY

Prevention of Sexual Harassment at Workplace (POSH)

1. Objective:

To provide a safe, secure, and respectful work environment for all employees by prohibiting and addressing instances of sexual harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 ("the Act").

The objective of this policy is to:

- Ensure compliance with legal requirements and maintain a harassment-free workplace.
- Protect the dignity and rights of all employees and stakeholders.
- Establish a mechanism for preventing and addressing complaints of sexual harassment.

2. Scope:

This policy applies to:

- All employees, regardless of gender, including permanent, temporary, contractual, and part-time staff.
- Consultants, trainees, interns, vendors, and any individuals associated with Alphind.
- Activities taking place within the workplace, during work-related travel, or at any work-related events or locations.

3. Definition of Sexual Harassment:

Sexual harassment includes, but is not limited to:

- **Physical Contact:** Any unwelcome physical interaction, such as touching, patting, or pinching.
- **Advances:** Unwelcome sexual advances or propositions.
- **Sexual Favors:** A demand or request for sexual favors in exchange for professional benefits.
- **Remarks:** Making sexually coloured remarks, including jokes, comments, or insults.
- **Pornography:** Showing, sharing, or distributing explicit content.
- **Conduct:** Any other unwelcome verbal, non-verbal, or physical behavior of a sexual nature that creates an intimidating, hostile, or offensive work environment.

4. Responsibilities of Employees:

All employees are expected to:

- Foster a professional and respectful workplace atmosphere.
- Abstain from engaging in any form of sexual harassment.
- Actively support this policy by reporting observed or experienced harassment promptly

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- Cooperate fully with the ICC during investigations.

5. Internal Complaints Committee (ICC):

The organization shall establish an ICC in accordance with the Act to address complaints of sexual harassment.

5.1 Composition:

- **Chairperson:** A senior female employee who is empathetic and impartial.
- **Internal Members:** Three employees with expertise in social work, HR, or legal knowledge and showcased exceptional understanding of the issues.
- **External Member:** An external expert or NGO representative with experience in addressing sexual harassment issues.

5.2 Roles and Responsibilities of the ICC:

- **Complaint Handling:**
 - Receive written complaints of sexual harassment.
 - Acknowledge receipt of complaints and ensure confidentiality.
- **Inquiry Process:**
 - Initiate inquiries within seven days of receiving a complaint.
 - Conduct hearings and document evidence from both parties.
 - Ensure the presence of equal representation during proceedings.
 - Complete the inquiry within 90 days and submit a detailed report with findings and recommendations.
- **Recommendations:**
 - Suggest corrective measures, including warnings, suspension, transfer, or termination.
 - Recommend counselling or corrective training for the accused if necessary.
- **Confidentiality:**
 - Maintain the confidentiality of complainant, respondent, and witness identities.
- **Reporting:**
 - Submit annual reports to the employer and appropriate authorities, including:
 - Number of cases filed.
 - Number of cases resolved.

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- Actions taken and awareness programs conducted.

5.3 Current ICC Members:

1. **Chairperson:** Ms. Bhuvaneswari S (Director- Human Resource)
2. **Member:** Mr. Aswin Harish (Associate-Data)
3. **Member:** Ms. Mercy V (Assistant Manager-L&D)
4. **Member:** Ms. Jeyasuriya (Associate-QA)
5. **Member:** Mr. Kaushik (Senior Associate- Development)
6. **External Member:** Ms. Megala Ezhil (NGO Representative)

6. Complaint Process:

6.1 Filing a Complaint:

- a. Any individual who feels aggrieved by an act of sexual harassment may file a written complaint with the ICC within three months of the incident.
- b. If the complainant is unable to submit a written complaint, assistance will be provided to ensure the complaint is documented accurately.

6.2 Complaint Acknowledgment:

- a. The ICC will acknowledge receipt of the complaint and initiate action promptly.

6.3 Confidentiality:

- a. All information related to the complaint will be kept strictly confidential.

6.4 Inquiry Process:

- a. A thorough investigation will be conducted, including hearing both parties and reviewing evidence.
- b. The ICC will ensure that principles of natural justice are upheld throughout the process.

6.5 Resolution and Action:

- a. The ICC will submit its findings and recommendations to the employer, who will implement appropriate actions within 60 days.

7. Protection Against Retaliation:

The organization strictly prohibits retaliation against individuals who:

- Report sexual harassment in good faith.
- Participate in investigations or provide evidence.

Key Measures for Protection Against Retaliation:

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- **Proactive Monitoring:**
 - The ICC will monitor the work environment to detect and prevent retaliatory actions, ensuring that complainants and witnesses are not subjected to any adverse consequences.
- **Support Mechanisms:**
 - Complainants and witnesses will have access to counselling services or external legal advice, if required, to cope with stress or fear arising from potential retaliation.
- **Whistleblower Protection:**
 - Employees who report harassment or retaliation in good faith are protected under whistleblower provisions.
- **Prompt Action:**
 - If retaliation is reported, the ICC will promptly investigate and recommend corrective measures, including disciplinary action against those responsible for retaliatory acts.
- **Anonymous Reporting:**
 - Channels for reporting retaliation anonymously will be available, ensuring employees feel safe and secure.
- **Training and Awareness:**
 - Regular training will emphasize the prohibition of retaliation, ensuring managers and employees understand their responsibilities.
- **Penalties for Retaliation:**
 - Employees found guilty of retaliation will face penalties ranging from written warnings to termination, depending on the severity of the action.

8. Awareness and Training:

The organization will:

- Conduct regular workshops and training sessions for employees and ICC members.
- Display information about the POSH policy and ICC members at prominent locations.
- Promote awareness through campaigns and materials.

9. Malicious Complaints:

To ensure the integrity of the POSH process, the following measures apply to malicious complaints:

- 9.1 Definition:** A complaint is considered malicious if it is proven that the complainant intentionally fabricated false allegations or provided misleading information.

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9.2 ICC Investigation:

- a. If the ICC suspects a complaint is malicious, it will conduct a thorough investigation to establish the intent and evidence supporting such claims.
- b. The complainant will be given an opportunity to explain their position during this inquiry.

9.3 Consequences of Malicious Complaints:

- a. If a complaint is conclusively found to be malicious, the complainant may face disciplinary actions, including warnings, suspension, demotion, or termination.
- b. Such actions will be proportionate to the severity of the misconduct and decided by the employer based on ICC recommendations.

9.4 Safeguards:

- a. The organization will ensure that genuine complaints are not suppressed or discouraged due to fear of retaliation.
- b. Employees who file complaints in good faith, even if not proven, will not face adverse consequences.

10. Review and Amendment:

- This policy will be reviewed annually to ensure alignment with legal requirements and organizational goals.
- Amendments will be communicated to all employees.

11. Contact Information for the ICC:

- Email: posh@alphind.com
- Any issues concerning to POSH and sexual harassment should be addressed to the above mail id and the same will be kept confidential and will be visible only to the ICC committee members.