



# Policy on Prevention of Sexual Harassment at Workplace

Version: 2023

Organization	Vikasalaya Foundation
Issuing Date	10 <sup>th</sup> January 2023
Approved By	President
Signature	<i>Vikas Kumar Paul</i>



## I. Commitment

Vikasalaya Foundation is dedicated to fostering a workplace where every individual is treated with dignity and respect, and harassment of any kind is strictly prohibited. The organization promotes a safe, equitable, and inclusive environment that encourages professional growth.

The foundation has zero tolerance for sexual harassment and is committed to taking all necessary measures to protect its employees from such conduct.

### Objective

The objective of this policy is to provide protection against sexual harassment, ensure the prevention of such behaviour, and outline procedures for redressal in cases of misconduct.

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## II. Scope

This policy applies to all employees, contractors, volunteers, interns, and visitors at Vikasalaya Foundation, regardless of the location or nature of their association with the organization.

The workplace includes:

1. All offices, project sites, or premises where Vikasalaya Foundation conducts its activities.
  2. Offsite locations, such as client premises or event venues.
  3. Social or professional gatherings associated with the organization.
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## III. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances (verbal, written, or physical).
  - Requests for sexual favors.
  - Sexually explicit comments or jokes.
  - Conduct that creates a hostile or intimidating work environment.
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## IV. Responsibilities

1. All employees are responsible for ensuring that their behavior aligns with this policy.
2. Supervisors and managers must lead by example and actively promote a harassment-free environment.

3. Employees are encouraged to report any violations without fear of retaliation.

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## V. Complaint Mechanism

### Internal Complaints Committee (ICC)

The foundation has established an **Internal Complaints Committee (ICC)** to address grievances related to sexual harassment in a timely and impartial manner.

#### Composition:

1. Presiding Officer (Senior female employee).
2. At least two members from within the organization, including one male and one female employee.
3. An external member (NGO representative or legal expert).

The ICC will ensure that complaints are investigated promptly and resolved within the framework of natural justice.

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## VI. Complaint Resolution Process

### A. Informal Resolution

Victims are encouraged to address their concerns directly with the offender if they feel comfortable. Alternatively, they can approach the ICC for guidance and informal mediation.

### B. Formal Complaint

1. Complaints must be submitted in writing to the ICC within three months of the incident.
2. In cases of physical or mental incapacity, complaints may be filed by a representative or a legal heir.
3. The ICC will investigate and provide its findings within 90 days of receiving the complaint.

### C. Actions on Findings

The ICC may recommend one or more of the following actions:

1. Formal apology from the offender.
2. Transfer or suspension of the offender.
3. Termination of the offender's employment.
4. Deduction of salary or other financial compensation for the victim.

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## VII. Confidentiality and Protection

Vikasalaya Foundation ensures that:

- The identity of the complainant, witnesses, and accused will remain confidential.
  - Retaliation or victimization against the complainant or witnesses is strictly prohibited.
  - False complaints made with malicious intent will be subject to disciplinary action.
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## VIII. Awareness and Training

1. All employees will be made aware of this policy during their orientation and through periodic workshops.
  2. Information about the ICC, including member details, will be displayed prominently in all offices.
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## IX. Miscellaneous

1. The policy will be reviewed periodically and updated to remain in compliance with relevant laws.
  2. The ICC will prepare an annual report detailing the number and resolution of complaints, along with actions taken to improve workplace safety.
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**Approved by:**

*Vikash Kumar Paul*



Vikash Kumar Paul

Vikasalaya Foundation