

Centre for Catalyzing Change

Sexual Harassment Policy

1. BACKGROUND

Centre for Catalyzing Change (hereinafter referred to as "**Organization**") is committed to maintain a safe, conducive, secure and positive work environment for all its employees and create an atmosphere where everyone can work with dignity and free from any sort of Sexual Harassment (as defined hereinafter). The Organization does not discriminate on the basis of race, religion, origin, sex, age, disability, creed, or sexual orientation in offering employment to prospective as well as existing employees.

It is therefore important to ensure an organisational climate free from discrimination and harassment with a particular focus on sexual harassment. No woman shall be subjected to Sexual harassment at any workplace and will not be tolerated by the Organization.

Keeping in view the above philosophy of the Organization and the governing law, i.e., **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**" (hereinafter referred to as "The Act"), the Organization is introducing a policy (hereinafter referred to as "The Policy") to prevent and redress the commission of any act of sexual harassment against any women employee who are working in the Organization.

2. SCOPE OF THE POLICY

This Policy will deal with all the incidents and complaints of Sexual Harassment at the Workplace (as defined hereinafter), arising out of or during the course of employment with the Organization.

This Policy with immediate effect extends to all the Employees (defined hereinafter) of the Organization and is deemed to be incorporated in the service conditions of all the Employees.

3. DEFINITIONS

3.1 "**Aggrieved Woman**" shall mean a woman of any age whether employed or not, who alleges to have been subjected to any act of Sexual Harassment by the Respondent.

3.2 "**District Officer**" shall mean a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector that the appropriate Government may notify as a District Officer for every District.

3.3 "**Employee**" means a person employed at a workplace 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, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice, interns, or consultants or called by any other name;

3.4 "**Employer**" shall, for the purposes of this Policy, means the Executive Director of the Organization.

3.5 "**IC**" shall mean an Internal Committee constituted as per para 4 of this Policy to deal / dispose the matters relating to Sexual Harassment at the Workplace.



3.6 “**Members**” shall have the meaning ascribed to it in para 4.2 of this Policy.

3.7 “**Respondent**” shall mean a person against whom the Aggrieved Woman has made a complaint under clause 6 of this Policy.

3.8 “**Sexual Harassment**” shall include such unwelcome sexually determined behavior (whether direct or by implication) such as:

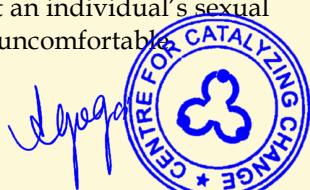
- a. Physical contact and sexual advances; or
- b. A demand or request for sexual favors; or
- c. Making Sexually - coloured remarks; or
- d. Showing pornography; or
- e. Any other unwelcome physical, verbal or non-verbal or written conduct of sexual nature.

The following circumstances, amongst other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her` present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

3.9 “**Unwelcome sexually determined behavior**” includes but is not limited to:

- Subjecting another person to an unwelcome act of physical intimacy including, grabbing, brushing, touching, including sexual flirtations, advances or propositions.
- Making any unwelcome remark with sexual connotations like sexually explicit, remarks, cracking jokes or using sentences with sexual connotations or making sexist remarks etc.
- Showing any sexually explicit visual material in the form of pictures / cartoons / pin-ups / calendars / screen-savers on computers / any offensive written or electronic material /including pornographic.
- Engaging in any other unwelcome conduct of a sexual nature, verbal or even nonverbal, staring to make the other person uncomfortable, making offensive gestures, etc.
- Sending unwelcome communication of a sexual nature, through e-mail, letter, mobile technology or any other form of written or electronic communication, exhibiting conduct of a sexual nature.
- Making an unwelcome demand or request whether directly or by implication for sexual favors and/or making it a condition of employment / payment of wages / increments / promotion / preferential treatment / threat to detrimental treatment in employment / threat to current or future employment status or similar act.
- Where a Supervisor requests sexual favors from a junior (or any other person) in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment or threatens to terminate any such person for non-co-operation.
- Where a boss or other senior person intrudes into the private life of employees or persistently asks them out.
- Where any employee(s) make(s) sexual epithet, jokes, written or oral references to sexual conduct, and/or gossip regarding one’s sex life, comments on an individual’s body, comments about an individual’s sexual activity, deficiencies or prowess in an attempt to humiliate or make another person uncomfortable.



- Behavior which creates an environment that is intimidating, hostile, offensive, humiliating for women employee.

The aforesaid instances are merely illustrative and not exhaustive.

3.10 "**Workplace**" shall mean any and all units, branches, offices, establishments of the Organization, and any place visited by an Employee during the course of employment including the transportation provided by the Organization for undertaking such journey.

4 INTERNAL COMMITTEE: CONSTITUTION

4.1 The Organization shall constitute, by an order in writing, an Internal Committee ("herein after IC") as a forum for redressal of any grievances of Sexual Harassment reported by an Aggrieved Woman.

Provided further that the Employer shall constitute an Internal Committee where the offices or administrative units are located at different places or divisional or sub-divisional level.

4.2 It will be an endeavor of this committee to formalize and publicize complaint procedures that are easy and non-threatening to an Aggrieved Woman with the assurance of confidentiality.

4.2 IC shall be constituted by the Employer and shall have following composition –

- Not less than four members nominated by the Executive Director of the Organization to deal with complaints of Sexual Harassment at the Workplace;
- A woman employed at a senior level at the Workplace from amongst the employees of the Organization and she will be appointed as a Presiding Officer ("("herein after PO") of IC;
- Not less than two members from amongst the Employees;
- One member from amongst non-governmental organizations or associations committed to the cause of women, or a person familiar with issues relating to Sexual Harassment;

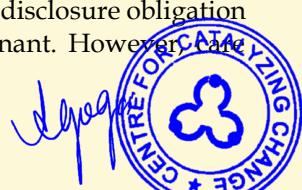
The persons nominated above to IC shall be collectively referred to as "**Members**".

Other parameters regarding IC shall be: -

- No less than one-half of the total Members so nominated shall be women;
- Members of the IC shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer
- If any member of the IC, who is in employment of the Organization, leaves the employment or is discharged, dismissed, terminated or suspended from his or her services, then she /he will automatically cease to be the member of the IC. The Organization shall appoint another person as Member of the IC in place of such Member within 15 (fifteen) days from the date of cessation of his/her membership.

4.3 Where the PO or any member of the IC:-

- he/she makes known to the public, press or media by means of publishing, communicating or in any other manner, any information in relation to the contents of a complaint, the identity and addresses of the victim/complainant, accused and witnesses, details of the conciliation and inquiry proceedings, recommendations of the Committee, or the action taken by the Organization. Such non-disclosure obligation shall not apply to information regarding the justice secured to any victim/complainant. However, care



should be taken that the name, address, identity or any other particulars that could lead to the identification of the victim/complainant or witnesses should not be disclosed;; or

- (ii) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- (iii) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her; or
- (iv) has abused his/her position as to render his/her continuance in office prejudicial to the public interest.

Such PO or the Member, as the case may be, shall be removed from the IC and the vacancy so created or any fresh vacancy shall be filled by fresh nomination by the Employer.

4.4 Members of the Internal Committee(IC) are referred to in Annexure A:

5 FUNCTIONS OF THE INTERNAL COMMITTEE

5.1 The IC shall hold at least one meeting in a year. However, in case, it receives any complaint pertaining to matter of Sexual Harassment, then the IC shall be competent to proceed with the inquiry accordingly.

5.2 The quorum for holding any meeting of IC shall not be less than 3 (three) members, provided that in every meeting of the IC the presence of the PO is mandatory.

5.3 Ensure strict confidentiality of the contents of the complaint, identity of persons involved and of the redressal proceedings.

5.4 Ensure protection of the victim against victimization/retaliation and recommend appropriate action in case of occurrence thereof.

5.5 Document minutes of meetings and discussions held by the Committee with the victim/complainant, accused, witnesses etc. during the course of the redressal proceedings;

5.6 Recommend filing of criminal complaint where necessary in the event Sexual Harassment is established and it amounts to a specific offence under criminal laws; and

5.7 Prepare an annual report in each calendar year and submission of such report to the Human Resource Department and to the District Officer as required under the Act. The annual report shall contain the following details:

- number of complaints of Sexual Harassment received in the year;
- number of complaints disposed off during the year;
- number of cases pending for more than 90 days;
- number of workshops or awareness programme against Sexual Harassment carried out; and
- nature of action taken by the employer or District Officer.

6 PROCEDURE FOR DEALING WITH COMPLAINT

6.1 Responsibility of the Employee

i. Any Aggrieved Woman who believes that or who has been subjected to Sexual Harassment by a manager, supervisor, colleague, customer, client, volunteer, trainee, intern or any other person who is connected with the Workplace, shall file a complaint in writing at the earliest point of time and in any case within 3 (three) months of the alleged incident of Sexual Harassment and in a series of incidents, within a period of 3 (three) months from the date of the last incident. Where such complaint cannot be made in writing, the PO or any member of the IC shall render all reasonable assistance to the complainant for making the complaint in writing or recording the statement of the complainant.

ii. Such complaint should be made to the IC in writing or to any member of the IC (along with the supporting documents and list of witnesses, if any);



iii. Where the Aggrieved Woman cannot make a complaint on account of (a) physical incapacity, her legal heirs or relative or friend or co-worker or an officer of the National Commission for Women or State Women's Commission or any person who has knowledge of such incident, with the written consent of the Aggrieved Woman, may make a complaint; (b) mental incapacity, her legal heirs or relative or friend or a special educator or a qualified psychiatrist or psychologist or the guardian /authority under whose case she is getting treatment or any person who has knowledge of such incident jointly with any of the above may make a complaint; (c) death, her legal heirs or any person who has knowledge of such incident, with the consent of her legal heir; or (d) otherwise for any other reason, her legal heirs or any person who has knowledge of such incident, with the her consent.

iv. The complaint of Sexual Harassment against the Employer should be lodged with the Local Committee.

6.2 Inquiry procedure

(i) On receipt of complaint, the IC shall forward a copy of the same to the Respondent within 7 (seven) working days. The Respondent shall file his reply to the complaint along with his list of documents and witnesses at the earliest and in any case not later than 10 (ten) working days from the date of receipt of the copy of complaint from IC.

(ii) The IC may, before initiating an inquiry and at the request of the Aggrieved Woman take steps to settle the matter between her and the Respondent through conciliation, provided that no monetary compensation shall be made as the basis of conciliation. If the settlement is arrived during conciliation proceedings, IC will record the settlement so arrived and provide copies of the suitable action as per the settlement, each to the Aggrieved Woman as well as the Respondent and also to the Employer. No further inquiry shall be conducted where a settlement has been arrived post conciliation.

(iii) If the Aggrieved Woman informs the IC that any such settlement is not complied with or where no settlement is arrived at, then in such a case, the IC shall proceed with an inquiry. The IC shall give both the parties (Aggrieved Woman and the Respondent) an opportunity of being heard and copy of the findings shall be made available to both the parties to follow the principles of natural justice. Both the parties will also be required to submit the evidences in support of their statements. If the Respondent is an employee of an agent or contractor of the organization, or a third party, the IC will inform the Respondent's employer to take appropriate action.

(iv) While conducting inquiry, the IC shall also examine the witnesses, and determine if there are any individuals with direct or indirect information regarding the complaint and, if so, IC shall also examine them or obtain information from such other individuals and make such inquiries as it thinks fit.

(v) The IC shall recommend to the Employer, if any interim remedial measures can be taken to distance the Aggrieved Woman from the Respondent to prevent further Sexual Harassment at the Workplace.

(vi) During the pendency of the inquiry, on a written request made by the Aggrieved Woman, the IC may recommend to the Employer:

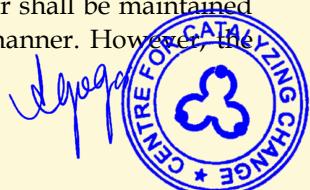
- Transfer the Aggrieved Woman or the Respondent to any other office of the Organization; or
- Grant leave to the Aggrieved Woman up to a period of 3 (three) months or grant such other relief to the Aggrieved Woman as may be decided by the IC; and
- Restrain the Respondent from reporting on the work performance of the Aggrieved Woman or writing confidential report, and assign the same to another employee of the Organization.

(vii) A complaint performa is annexed as Annexure B

(viii) For the purpose of making an inquiry, the IC shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- summoning and enforcing the attendance of any person and examining on oath;
- requiring the discovery and production of documents; and
- any other matter which may be prescribed.

(ix) Strict confidentiality of the Aggrieved Woman, identity and the address of the Aggrieved Woman, Respondent, witnesses, inquiry proceedings and the action taken by the IC and/or the Employer shall be maintained and shall not be published, communicated or made known to public, press or media in any manner. However,



information regarding the justice given may be disseminated without disclosing the other particulars of Aggrieved Woman and witnesses.

(x) Where the act of Sexual Harassment amounts to an offence under Indian Penal Code ,1860 or any other law in force, then on receiving the complaint, the Aggrieved Woman shall be informed by the IC of her right to initiate action under the applicable provisions of Indian Penal Code, 1860 or any other law in force, if the Aggrieved Woman so desires;

(xi) The Aggrieved Woman and the Respondent shall not be allowed to bring any legal practitioner to represent them at any stage in the proceedings before the IC.

(xii) During the inquiry proceedings, the Aggrieved Woman and the Respondent shall be given full opportunity to rebut and cross-examine each other;

(xiii) The entire record of the inquiry proceedings including statements of the Aggrieved Woman and the Respondent, witnesses, cross-examinations, averments and arguments made during the inquiry shall be reduced in writing and all parties present at the inquiry shall sign the same and be given a copy thereof for their records;

(xiv) The IC shall be free to adopt its own procedure in accordance with the Act, for carrying out the inquiry on the basis of natural justice, equity and fair play so that no prejudice is caused to either party. Keeping in mind the sensitive nature of proceedings, the same shall be conducted expeditiously and without any unreasonable delay.

(xv) The IC shall have the right to terminate the inquiry proceedings or to give an ex parte decision on the complaint, if either of the parties fail, without sufficient cause, to present themselves for three consecutive hearings convened by the PO.

(xvi) The inquiry shall be completed within a period of 90 (ninety) days from the date commencement of inquiry.

6.4 Third Party Sexual Harassment

(i) In case any matter of Sexual Harassment occurs as a result of an act or omission by any third party against the Aggrieved Woman the IC shall make reasonable efforts to assist and support the aggrieved woman in any manner.

(ii) The IC shall ensure that the Aggrieved Woman is immediately distanced from the perpetrator and the harassment comes to an immediate end.

(iii) The IC shall also lodge a formal complaint with the employer of the third party regarding such incident where the perpetrator is not an employee in the workplace at which the incident of sexual harassment took place.

6.5 Procedure for Dealing with False Complaints

(i) The Employees cannot be permitted to abuse the law and this Policy for personal gains, settling scores and revengeful tactics.

(ii) Consensual activities cannot be construed as Sexual Harassment. Making a compliant of Sexual Harassment is an extremely serious matter and it affects the life, career and reputation of the parties involved, hence Organization takes such issues with utmost seriousness and sincerity.

(iii) Where the IC arrives at a conclusion that the allegation against the Respondent is malicious or the Aggrieved Woman or any other person making the complaint, has made the complaint knowing it to be false or the Aggrieved Woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the Aggrieved Woman or the person who has made the complaint under Clause 6.1 (iv) as per the code of conduct/service rules of the Organization including a verbal or written reprimand, probation, demotion, suspension or dismissal of Aggrieved Woman or such person.

(iv) In the event of a malicious complaint, the complainant will not be entitled to any remuneration during the period of extra leave, if any, allowed pursuant to 6.2(vi)(b).



- (v) Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
- (vi) The malicious intent on part of the complainant shall be established after an inquiry as duly constituted by the Employer.
- (vii) Where the IC arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Employer of the witness to take action as per the code of conduct/service rules of the Organization including a verbal or written reprimand, probation, demotion, suspension or dismissal of such witness.

7 INQUIRY REPORT AND ACTION

- (i) On the completion of an inquiry, the IC shall provide a written report of its findings to the Employer within a period of ten (10) days from the date of completion of the inquiry and a copy of the report shall be given to the Aggrieved Woman and the Respondent. The Employer shall act upon the recommendation within 60 (sixty) days of its receipt;
- (ii) Where the IC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Employer that no action is required to be taken against the Respondent;
- (iii) Where the IC arrives at the conclusion that the allegation against the Respondent has been proved, the IC shall recommend to the Employer –

To take action against the Respondent for Sexual Harassment as a misconduct in accordance with the provision of service rules of the Organization.

Misconduct

Commission of any of the acts of sexual harassment shall be construed as misconduct in service, either major or minor depending upon the nature of offence:

(a) Minor Misconduct

Verbal or written warning, written apology reprimand, or censure; and/or.
 Withholding of one or more increments for a period not exceeding one year; and/or
 Withholding of promotion; and/or
 Suspension from service for a limited period; and/or
 Transfer; and/or
 Undergo a counseling session or carrying out community service.

(b) Major Misconduct

Removal from an administrative position; and/or.
 Disbarment from holding an administrative position; and/or.
 Compulsory retirement; and/or
 Dismissal from service.

A second or repeated offence, shall, on the recommendation of IC, attract dismissal from service.

Further, the penalty awarded shall be recorded in Respondent's Confidential Record.

- (a) To deduct, notwithstanding anything in the service rules applicable to the Respondent, from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the complainant or to her legal heirs.



(iv) For the purpose of determining the sum to be paid, the IC shall consider:

- a) The mental trauma, pain, suffering and emotional distress caused to the Aggrieved Woman;
- b) The loss in career opportunity due to the incident of Sexual Harassment;
- c) Medical expenses incurred by the Aggrieved Woman for physical or psychiatric treatment;
- d) The income and financial status of the Respondent;
- e) Feasibility of such payment in lump sum or in installments.

(v) In case the Organization is unable to make such deduction from the fee or salary of the Respondent due to being absent from duty or cessation of employment or retainership, the IC may direct the Respondent to pay such sum to the Aggrieved Woman.

(vi) The IC shall have the right to terminate the inquiry proceedings or to give ex-parte decision on the complaint, if the Aggrieved Woman or the Respondent fails, without sufficient cause, to present herself/himself for 3 (three) consecutive hearings convened by the PO. Such termination or ex-parte order may not be passed without giving an advance 15 (fifteen) days' notice to the parties.

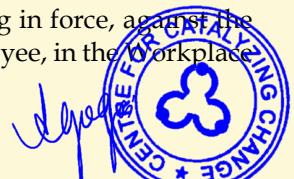
8 APPEAL

Where any person aggrieved from the recommendations made under this Policy may prefer an appeal to the court or tribunal in accordance with the provisions of the Act.

9 MANAGEMENT OBLIGATION

The obligations of the Organization are as under:

- i. provide all necessary facilities and assistance to the IC for the purpose of ensuring full, effective and prompt implementation of this Policy
- ii. promote and facilitate measures in the establishment for prevention of Sexual Harassment at the Workplace;
- iii. ensure a safe working environment at the Workplace free from Sexual Harassment including prevention and deterrence;
- iv. maintain a proactive awareness program or conduct workshops at regular intervals to educate the employees of the Organization as to the provisions of the Act, Policy and procedure for redressal;
- v. facilitate initiation of proceedings under this Policy if an act of Sexual Harassment has been brought to its notice;
- vi. ensure that the complainant or witness is not victimized, harassed or discriminated against for initiating or giving evidence in the inquiry proceedings under this Policy;
- vii. not alter to the prejudice of the aggrieved woman or witness or representative concerned, the conditions of service prevailing immediately prior to the complaint being lodged as a consequence to the making and prosecuting of a complaint under this Policy;
- viii. display at any conspicuous place in the Workplace, the penal consequences and the order constituting IC (refer to para 4 above) of Sexual Harassment;
- ix. assist in securing the attendance of Respondent and witnesses before the IC;
- x. make available such information to the IC as it may require having regard to the complaint made under para 6.1(i) of this Policy;
- xi. provide assistance to the Aggrieved Woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- xii. cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the Aggrieved Woman so desires, where the perpetrator is not an employee, in the Workplace at which the incident of Sexual Harassment took place;



- xiii. monitor the timely submission of reports by the IC
- xiv. treat Sexual Harassment as a misconduct under the service rules and initiate actions for such misconduct.

10 SUBMISSION OF ANNUAL REPORT

The IC shall submit its annual report to the Organization and/ or to the district officer as required under the Act. Responsibility of placing the annual report before the Governing Body of the Organization will be that of HR Division, on an annual basis.

11 Confidentiality

The Organization is committed to handle matters regarding Sexual Harassment with sensitivity and confidentiality will be maintained throughout the redressal process. An employee is however encouraged to identify himself/ herself when making the report so that information can be investigated promptly and thoroughly. Publishing/communicating or in any other manner making known to the public, press or media / social media any information in relation to the contents of the complaint, the identity and addresses of the complainant, accused and witnesses, the conciliation and inquiry proceedings, recommendations of the Committee, or the action taken by the Organization is prohibited.

12 GOVERNING LAW

This policy follows the Act of Parliament and its notification and is as per provision of "**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**".

The Organization will suitably amend the policy based as per modifications in the prevailing laws. The Organization reserves the right to add, alter or modify the procedures as it deems fit.



ANNEXURE A

Following are the members of Internal Committee located at New Delhi *:

Employment Code	Name	Designation	Email Id	Contact Number	Capacity
C3-042	Ms. Madhuparna Das Joshi	Senior Advisor – Gender Equity	mjoshi@c3india.org	9810625498	Presiding Officer
-	Mr. Soumya Bhaumik	Advocate	bhaumik.soumya@gmail.com	9811472549	External Member
C3-091	Ms. Violeena Borgohain	Senior Officer - Human Resource	vborgohain@c3india.org	8285933083	Member
C3-008	Mr. Ziauddin	Sr. Manager – Youth	ziauddin@c3india.org	8292398559	Member
TB-86	Ms. Kaniz Fatima Muneza	Project Manager	kmuneza@c3india.org	9711006432	Member

Following are the members of Internal Committee located at Patna, Bihar:

Employment Code	Name	Designation	Email Id	Contact Number	Capacity
C3-088	Ms. Gunjan Bihari	Senior Program Officer	gbihari@c3india.org	9473199065	Presiding Officer
-	Ms. Priyadarshini Trivedi	Freelance Consultant - Health	pthakurtrivedi@gmail.com	9431017678	External Member
C3-016	Mr. Sandeep Kumar Ojha	State Head	sojha@c3india.org	9304818725	Member
C3-043	Mr. Kumar Alok	Senior Program Officer	kalok@c3india.org	9608273408	Member
TB-92	Dr. Anamika Priyadarshini	Lead, Research Sakshama, Initiative for What Works- Bihar	apriyadarshini@c3india.org	9741974593	Member

❖ This Committee also has jurisdiction of Howrah Office



Following are the members of Internal Committee located at Jharkhand:

Employment Code	Name	Designation	Email Id	Contact Number	Capacity
C3-077	Ms. Rima Nandy	District Coordinator	rmandy@c3india.org	9903471057	Presiding Officer
-	Ms. Tanvi Jha	Technical Specialist, ICRW Jharkhand	tjha@icrw.org	7549111189	External Member
C3-009	Mr. Sanjay Kr. Paul	State Head	spaul@c3india.org	9934426167	Member
C3-090	Mr. Byomkesh Kumar Lall	Senior Program Officer	bklall@c3india.org	9693589674	Member

Following are the members of Internal Committee located at Raipur, Chhattisgarh:

Employment Code	Name	Designation	Email Id	Contact Number	Capacity
C3-108	Ms. Vandana Nair	Senior Advisor – Strategic Investment & Youth	vnair@c3india.org	8594999434	Presiding Officer
-	Ms. Rupa Srivastava	Director - GRIHINI	rupas9787@gmail.com	9826197639	External Member
C3-081	Mr. Dilip Sarwate	State Office	dsarwate@c3india.org	7727870303	Member
TB-126	Mr. Manish Ranjan	Program Officer	mranjan@c3india.org	7898871505	Member

❖ This Committee also has jurisdiction of Bhubaneshwar Office



ANNEXURE B

SEXUAL HARASSMENT AT WORKPLACE COMPLAINT PERFORMA

This Performa is to be used to document any complaint/s of sexual harassment, which occurs in the workplace, will be recorded using this Performa. Only those individuals authorized to receive such complaints may do so.

- I. Name of Aggrieved Woman:
Department (s):
- II. Name(s) of Respondent:
Department(s):
- III. Please describe the specific incident of sexual harassment alleged.
- IV. Describe each incident separately, including dates, times and locations. If you cannot remember exact dates, times or locations, please provide approximations.
- V. Are there others who may have witnessed this alleged sexual harassment? If so, please provide their name(s).
- VI. Are there others who may have experienced similar alleged sexual harassment by the individual named above? If so, please provide their name(s).
- VII. Did you tell anyone about your experience after the alleged incident(s)? If yes, please provide their name(s).
- VIII. Did you speak to the individual named in this report about the alleged harassment? If yes, what was his or her response?

Signature*: _____ Date: _____

Job Title: _____

*I, [Insert name of the complainant] attest that the information I have provided is a true and accurate description of my complaint and that I have not willfully or deliberately made false statements. No material facts have been concealed in the complaint to the best of my knowledge. I understand that the Centre for Catalyzing Change prohibits any individual from retaliating against me for filing a complaint.

I am aware of the consequences of false and malicious complaints and of submitting false evidence. In case the Internal Committee finds out that I have made a false or malicious complaint or submitted false evidence, I am aware that it may instruct the employer to take action in accordance with the service rules applicable to me, or instruct the employer to take strict action – which could include requiring me to submit a written apology, directions to undergo community service or withholding promotion or any increments in remuneration, or termination from employment.

Signature of Person Receiving Complaint _____ Date: _____

Title: _____



CHANGE HISTORY

Date	Version	Reviewed by
01-April-2015	1.0	Creation by C3
19-Sept-2017	1.1	Mr. Soumya Bhaumik
22-Sept-2020	1.2	Shardul Amarchand Mangaldas and Co.

