

Sexual Harassment Policy of JAMGHAT

1. Aim of the policy

Jamghat is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Jamghat will not tolerate any actions, words, jokes, or comments based on a person's sex, race, colour, national origin, age, religion, disability, or any other legally protected characteristic.

2. Definitions

- a. **Sexual Harassment** includes but is not limited to, any one or more of the following unwelcome acts or behaviour (whether directly or by implication):
 - physical contact and advances
 - a demand or request for sexual favours
 - making sexual remarks
 - showing pornography
 - any other unwelcome physical, verbal or nonverbal conduct of sexual nature

The following circumstances may also be considered sexual harassment:

- implied or explicit promise of preferential treatment in employment
- implied or explicit threat of detrimental treatment in employment
- implied or explicit threat about present or future employment status
- interference with work or creating an intimidating, offensive or hostile work environment
- humiliating treatment likely to affect health or safety

As defined by The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, *Indian Ministry of Law and Justice*, 2013, Chapter 1.

- b. **Representatives of Jamghat** are defined as people engaged by Jamghat having any contact with children such as; staff, tutors, volunteers, interns, donors, supporters, guest presenters, journalists and media personnel, photographers, entertainers and visitors including the spouse/partner/family member of Jamghat personnel or associate.

3. Scope of the Policy

The scope of this sexual harassment policy includes but is not limited to:

- All representatives of Jamghat
- All situations involving Jamghat representatives while engaged in Jamghat activities including

- all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport.
- on-site, off-site or after hours work; work-related social functions; conferences, or anywhere staff may be as a result of their Jamghat duties.
- Treatment of other staff, associates and other members of the public encountered in the course of their Jamghat duties.

4. Reporting Procedure

If you experience or witness sexual or other unlawful harassment at work you must report it immediately.

- Any person associated with, involved in or aware of any incidents of sexual harassment within Jamghat must report.
- There will not be punishment if you truthfully report sexual harassment, ask questions or raise concerns about sexual harassment.
- Reports will be handled professionally, confidentially and as quickly as possible, and will comply with Indian law.
- Reports should be made to any member of Jamghat staff you feel comfortable talking to.
- When the investigation is complete, you will be informed of the outcome of the investigation.
- Because sexual harassment often involves private interactions between people, reports of sexual harassment cannot always be supported by additional evidence. A lack of evidence should not discourage individuals from reporting sexual harassment under this policy.
- If a legitimate concern about suspected sexual harassment is raised but is later found to be untrue, no action will be taken against the reporter.
- Any person who intentionally makes a false or malicious allegation will face disciplinary action.

5. Measures For Breach of Policy

Any employee who reportedly engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

- Meeting to discuss breach of policy and opportunity for person to provide their account/understanding of the situation.
- Formal warning and monitoring.
- Further education on the Sexual Harassment Policy.
- Suspension pending investigation

- Internal investigation
- Report to Police
- Dismissal

Statement to be signed by all representatives of Jamghat

I, _____ (print name) acknowledge that I have read and understood Jamghat's Sexual Harassment Policy.

I agree to comply with this Policy and Reporting Process.

I recognise that sexual harassment is not tolerated under any circumstances at Jamghat.

I understand that a breach of the Policy may result in disciplinary action, employment termination or criminal prosecution.

Name: _____

Position: _____

Signed: _____ P. Channode

Date: _____