



# Sexual Harassment Policy

Version – 1.0

## Revision History

Version	Date	Author	Major Changes
1.0	01/12/2019	Kruti Shah	Initial Version

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## ***1. Scope (Introduction):***

This policy applies to every person working with Techforce Infotech Pvt Ltd regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. We are all obliged to comply with this policy.

## ***2. Forms of Harassment:***

Harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate (Indicate), propose, or demand sexual favours of any kind.
- Invade (Occupy) another person's personal space (e.g., inappropriate touching.)
- Stalk, intimidate (bully), coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality, or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g., in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

## ***3. How to report sexual harassment:***

- If employee is being sexually harassed (or suspect another person is being harassed), please report it to the Committee which is formed to take care of sexual harassment complaints in Techforce.
- Initial complain should be raised by filling below form from individual's email login.  
<https://tinyurl.com/SHC-Form>
- Committee is bound to hear the complaint from harassed either in verbal form or in written form once the complaint is raised.
- The Employee first should talk to any of committee member about the incident within a Week from the incident occurred which must be follow by written complaints to start taking actions.

- If the complainant is having any evidence or information which can be used in the investigation, they must share it with committee. The committee will discuss the issue and contact you as soon as possible.
- Committee is bound to start the Investigation within 3 working days.  
Such complaint cannot be anonymous by any means. It must be initiated by a specific person.

#### ***4. Disciplinary action and repeat offenders:***

- After getting complaint against employee for sexual harassment, after initial investigation, if needed, employee will be *suspended* from services till the time investigation process goes on.
- After Investigation, Employees who are found guilty of sexual harassment (but not assault) the first time may:
  - Be reprimanded and fined.
  - Get a "below expectations" performance review.
  - See expected promotions and/or salary increases freeze for a year.
- We may also terminate the harassers or take other appropriate action to protect their victims.
- We may also terminate repeat offenders after the second claim against them if our investigation concludes they are indeed guilty.
- We apply these disciplinary actions uniformly. Employees of any sexual orientation or other protected characteristics will be penalized the same way for the same offenses.
- In case of false complaints, there will be appropriate action taken against complainant.

#### ***5. Inadvertent (Unintentional) harassment:***

Sometimes, people who harass others do not realize that their behaviour is wrong. We understand this is possible, but that doesn't make the perpetrator (guilty), any less responsible for their actions.

If you suspect that someone doesn't realize their behaviour is sexual harassment under the definition of this policy, let them know and ask them to stop. Do so preferably via email so you can have records.

**6. *Helping harassment victims:***

Apart from investigating claims and punishing perpetrators (guilty), we also want to support the victims of sexual harassment. If you experience trauma, stress or other symptoms because of harassment, consider:

- Take a leave for some days till you recover, with approval of your PM/TL
- Take Work from Home for some days

Your job and benefits will not be compromised or altered if you choose any of above options.

**Note:** Committee may keep all the recordings (written/ audio) of all discussions in their database.