

Prevention of Sexual Harassment

Name of the Company is committed to equal opportunity and a harassment-free workplace, regardless of race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

Name of the Company is also committed to providing a safe, comfortable environment for its employees. We believe every employee has the right to protection from harassment.

Purpose

- This policy exists to prohibit, prevent and discourage sexual harassment at the workplace, and to provide redressal of complaints about it.
- Its purpose is to protect women from sexual harassment at the workplace, and to provide for the prevention and redressal of complaints of sexual harassment and related matters.
- It aims to provide a safe and comfortable workplace for people of all genders.

Scope

This policy applies to all employees of the company, is treated as part of every employee's service conditions, and takes effect immediately.

Definition

Sexual harassment means and includes any of the following:

1. Unwelcome sexual advances, or requests or demands for sexual favors, made explicitly or implicitly in return for employment, promotion, or the examination or evaluation of a person in any company activity.
2. Unwelcome sexual advances involving verbal, non-verbal or physical conduct, such as sexually colored remarks, jokes, letters, phone calls, emails, gestures, showing pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures or signs, or any other communication that offends the individual's sensibilities and affects their performance.
3. Eve teasing, innuendos and taunts, and physical confinement against one's will that is likely to intrude on one's privacy.
4. Any act or conduct by a person in authority that makes the workplace hostile or intimidating for a person of the other sex.
5. Any such act, at work or outside work, in relation to an employee of the company, or vice versa, in the course of employment.
6. Any unwelcome gesture with sexual overtones by an employee.

In this policy, "employee" means any person on the company's rolls, including those on deputation, contract, temporary or part-time, and consultants.

Filing a Complaint

Any employee has the right to file a complaint of sexual harassment against an employee or an outsider with the Head of HR or any member of the Sexual Harassment Committee (SHC).

The SHC needs [Number of members](#) members present for proceedings to take place (the quorum).

At least two members of the committee are women.

The following members form the SHC at [Name of the Company](#):

Sr. No	Name of the member	Position in the committee	Email ID
1	Name of the Member	Title	Email ID
2	Name of the Member	Title	Email ID
3	Name of the Member	Title	Email ID

Resolution

The SHC will try to resolve the issue through discussion, investigation or any other steps it considers fit and proper. It may call for a detailed inquiry if required.

Confidentiality

All information must be kept confidential. Revealing it is a punishable offense.

Protection Against Retaliation

The victim and any witnesses must be protected against retaliation and guaranteed safety. Any pressure or other unethical behavior towards the victim or a witness will lead to disciplinary action.

Documentation

The committee will keep a complete, accurate record of the complaint, the investigation and the resolution.

Complaints Made with Malicious Intent

If an investigation shows that a complaint was made with malicious intent to defame the accused, strict action will be taken against the person who complained.