

JAN SAROKAR SEXUAL HARASSMENT POLICY

Sexual harassment means any unwelcome sexual advances, comments, expressed or implied sexual demands, touch, joke, gesture, or any other communications or conduct of a sexual nature, whether verbal, written or visual by any person to another individual within the scope of NGO's work.

Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals regardless of their employment relationship.

"Sexual harassment" includes, but are not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions, leering, whistling, cornering, pinching, or patting.
- Demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, questions or stories of a sexual nature and offensive personal references.
- Sending sexually suggestive written or recorded material including pornographic material, that is offensive and intimidating.
- Display of intimidating, or sexually suggestive objects, pictures, posters, calendars or other visual material of a sexual or objectionable nature
- Pressure for sexual activity by offering employment benefits in exchange of expressed or implied sexual favors, threats or insinuations that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Consensual, social relationships in the workplace are not considered to be sexual harassment. It is expected that all employees will exercise discretion, professionalism and good judgment when there is a personal relationship between NGO employees.

A Sexual Harassment Standing Committee constituted by the NGO Secretary would look at prevention, redressal and advocacy for facilitating a working environment where there is no instance of sexual harassment. This committee shall be chaired by the Secretary / Director and will be responsible for the following:-

- Sensitize people to prevent occurrence of sexual harassment

- Ensure a clear and strong message sent to all that any act of this nature shall not be tolerated and is non-negotiable
- Inquiry/Investigation into filed complaints as and when required
- Conducting a just, objective and speedy inquiry into the complaint, as per defined laws and regulations, as required and submit report to the Secretary.

REPORTING DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

Employees have an obligation to report discrimination, sexual harassment or other harassment, if they believe that discrimination or harassment has occurred – either against another employee or themselves, if they observe such conduct, or if they receive any information about such conduct. Discrimination, harassment or sexual harassment must be reported to at least one of the following individuals:-

- The employee's immediate supervisor
- The employee's supervisor's supervisor
- The Secretary
- NGO Board members.

The report may be verbal, or in writing with details of what happened including date, location and names of any witnesses. Action will be taken by NGO as per the guidelines mentioned above.

Penalties For Discrimination, Harassment, Sexual Harassment Or Retaliation

Anyone subject to this policy who is found to have discriminated, harassed, coerced, intimidated or retaliated against another in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination of services.

If after an objective investigation, a complaint is found to be false, the person who filed the complaint may be subject to disciplinary action, up to and including termination of services.