

# **POLICY ON SEXUAL HARASSMENT(PREVENTION) OF EMPLOYEES IN HOPE FOUNDATION**

## **1.0 DEFINITIONS :**

- 1.1 **“Aggrieved Woman”** in relation to a work place means a woman, against whom an act of sexual harassment has been or alleged to have been committed and includes an employee, student, research scholar, patient, etc.;
- 1.2 **“CAO”** means Chief Administrative Officer of the Organization;
- 1.3 **“Chairperson”** means the Chairperson of the Committee constituted under this Policy who shall be a woman higher in rank in the Organization;
- 1.4 **“Committee”** means an Internal Complaints Committee constituted under this Policy wherein at least 50% members shall be women and at least two of them shall be related to social cause;
- 1.5 **“Employee”** means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or by 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 domestic worker, a co-worker, a contract worker, probationer, trainee, apprentice or by any other name called;
- 1.6 **“Member”** means a member of the Committee;
- 1.7 **“Organisation”** means all branches, associate offices or any other associates of Hope wherein Hope is responsible for the management, supervision and control of the Employees;
- 1.8 **“Respondent”** means a person against whom a complaint has been made under this Policy;
- 1.9 **“Sexual harassment”** includes unwelcome sexually determined behavior, physical contact, advances, sexually coloured remarks, showing pornography, sexual demand, request for sexual favours or any other unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by any other actions, which may include, but is not limited to - (i) implied or overt promise of preferential treatment in employment; or (ii) implied or overt threat of detrimental treatment in employment; or Prevention of sexual harassment at workplace. (iii) implied or overt threat about the present or future employment status; (iv) conduct which interferes with work or creates an intimidating or offensive or hostile work environment; or (iv) Humiliating conduct constituting health and safety problems or any other act which may tantamount to sexual harassment.

## **2.0 POLICY**

- 1.1 HOPE foundation, is an equal employment opportunity Organization and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Organization also believes that all employees of the Organization, have the right to be treated with dignity.
- 1.2 Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable under statutes of India.
- 1.3 The under-mentioned Policy has been drafted in the light of Guidelines of the Supreme Court.



Signature of Program Head/Regional HR

Signature of Employee

### **3.0 SCOPE AND EFFECTIVE DATE**

3.1 This Policy extends to all employees of the Organization.

### **4.0 APPLICABILITY**

4.1 This Policy applies to all the employees of the Organization.

4.2 A complaint may be against

4.2.1 an employee or

4.2.2 against a person who is not an employee or

4.2.3 against an employee and a person who is not an employee.

4.3 In the event the complaint is against a person who is not an employee or against an employee and a person who is not an employee, the CAO shall immediately register or cause to be registered a complaint at the nearest police station to the place where the incident has been alleged to have taken place.

### **5.0 COMPLAINT REDRESSAL COMMITTEE**

5.1 There shall be a Committee constituted by the Organization to consider and redress complaints of Sexual Harassment.

5.2 The CAO shall constitute the Committee consisting of three women (at least one of them shall not be an employee) for each metropolitan city where the Organization has an office.

5.3 Each such committee shall be allotted a geographical jurisdiction of around the said metropolitan city for proper coverage of the employees of the Organization.

### **6.0 REDRESSAL PROCESS**

6.1 An Aggrieved Woman, or any other person on her behalf if she is unable to lodge the complaint herself, who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within a reasonable period of occurrence of incident.

6.2 Provided that where such complaint cannot be made in writing, the Chairperson or any member of the Committee, as the case may be, shall render all reasonable assistance to the Aggrieved Woman making the complaint to reduce the same in writing.

6.3 In the event any employee of Hope coming across or overhearing any instance of violation of this policy shall immediately lodge a complaint with the concerned Committee.

6.4 The Committee may take suo moto action, if any of the members find that some act of sexual harassment has taken place in the organization.

6.5 The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

6.6 On receiving the Complaint by the Aggrieved Woman, the Committee shall immediately proceed with the Enquiry and communicate the same to the Aggrieved Woman and the Respondent .



- 6.7 The Committee shall prepare and hand over the Statement of Allegation to the Respondent and give him an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- 6.8 The Aggrieved Woman shall be provided with a copy of the written explanation submitted by the Respondent.
- 6.9 If the Aggrieved Woman or Respondent desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.
- 6.10 If the Aggrieved Woman or Respondent desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents..
- 6.11 The Committee shall examine all witnesses as mentioned by both the parties and record the proceedings in writing thereof.
- 6.12 The Committee shall provide every reasonable opportunity to the Aggrieved Woman and to the person against whom complaint is made, for putting forward and defending their respective case.
- 6.13 The Committee shall complete the “Enquiry” within reasonable period but not beyond three months and communicate its findings and its recommendations for action (including initiation of criminal proceedings) to the CAO.
- 6.14 The CAO will direct appropriate action in accordance with the recommendation proposed by the Committee.

