

## Policy on Prevention of Sexual Harassment (POSH)

### **GUIDELINES**

### Policy Fact sheet:

Policy Owner:	Human Resource Department
Policy approve:	Global President, Narayan Seva Sansthan
Version:	2.0
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Scope:	This policy applies to all NSS Sadhak-Sadhika
Confidential	No- for internal use only
Policy status	Revision

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## **Policy on Prevention of Sexual Harassment (POSH)**

**1. Purpose** This policy aims to ensure a safe, respectful, and inclusive environment within the NSS by preventing and addressing incidents of sexual harassment in compliance with applicable laws and best practices.

**2. Scope** This policy applies to all staff members, volunteers, beneficiaries, consultants, donors, and any individual associated with the NSS. It covers workplace interactions, fieldwork, community engagements, and virtual communication channels.

**3. Definition of Sexual Harassment** Sexual harassment includes but is not limited to:

- Unwelcome sexual advances or requests for sexual favors.
- Inappropriate physical contact or gestures.
- Sexually suggestive comments, jokes, emails, or messages.
- Displaying or circulating sexually explicit materials.
- Any behavior that creates an intimidating, hostile, or offensive environment.

### **4. Responsibilities**

- **All Members:** Maintain a culture of respect and report any incidents.
- **Management & Leadership:** Ensure enforcement, conduct awareness programs, and support victims.
- **Internal Complaints Committee (ICC):** Investigate complaints fairly and maintain confidentiality.

### **5. Complaint Mechanism**

- Complaints should be submitted in writing to the ICC within a specified timeframe.
- The ICC will conduct an impartial investigation, ensuring confidentiality and fairness.
- Actions may include counseling, warnings, suspension, or termination, depending on the severity of the violation.

**6. Protection Against Retaliation** The NSS strictly prohibits any retaliation against individuals who report sexual harassment or participate in investigations.

**7. Awareness & Training** Regular training sessions and awareness programs will be conducted to educate all members about their rights and responsibilities.

**8. Confidentiality** All complaints and investigations will be handled discreetly, and information will be shared only on a need-to-know basis.

**9. Consequences of False Complaints** False or malicious complaints will be subject to disciplinary action.

**10. Policy Review & Amendments** This policy will be reviewed periodically to ensure effectiveness and compliance with legal requirements.

Prepared By	Checked By	Approved By
Rajesh Meghwal ( HR )	Dinesh Vaishnav, GHOD	Prashant Agarwal, Hon'ble President, NSS
		