

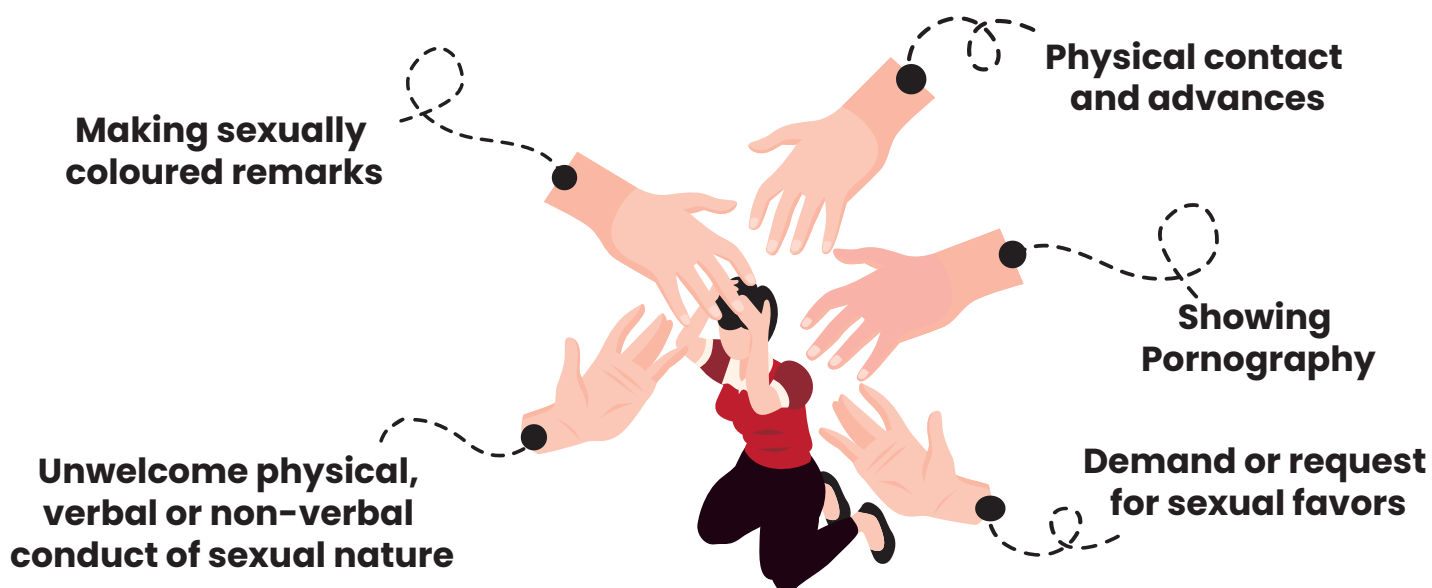
# GUIDELINES TO PREVENT SEXUAL HARASSMENT AT WORKPLACE

## SEXUAL HARASSMENT

Sexual harassment results in violation of the fundamental rights of a person to equality, right to life, right to live with dignity and right to practice any profession or to carry on any occupation, trade or business which includes a right to safe environment free from sexual harassment.



## WHAT CONSTITUTES SEXUAL HARASSMENT



## DEEPALAYA'S INTERNAL COMPLAINTS COMMITTEE

PREVENTION

PROHIBITION

REDRESSAL

ANTI-SEXUAL | HARASSMENT POLICY | GRIEVANCE HANDLING

## COMMITTEE MEMBERS DETAILS:

**Presiding Officer:** Ms. Tanushree Roy

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**Members:** Mr. Kuriyan Behanan | Ms. Pradanya Madan  
Ms. Rossamma John | Ms. Jyoti | Ms. Parina Einjen

# GUIDELINES TO PREVENT SEXUAL HARASSMENT AT WORKPLACE

## WHAT IS SEXUAL HARASSMENT?

- Sexual Harassment can be caused by direct/indirect Physical, Verbal, Non-verbal, Emotional and Psychological encounter/interactions and communication resulting in harassment of employee.
- Sexual Harassment at Workplace is a grave offence and punishable with fine and/or rigorous imprisonment.
- Sexual Harassment violates the Fundamental Right of Gender Equality, Right to Life and Dignity.



## WHAT IS "POSH"?

- Deepalaya adheres to the Deepalaya Code of Conduct (DCoC) which does not permit disrespect or harassment to any employee.
- Deepalaya's POSH (Prevention Of Sexual Harassment) Policy is aligned to the new Indian Law of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Under the Act, employee/aggrieved includes Permanent, Temporary worker, Contract worker, Part-time, Trainee, Apprentice, Probationer, Consultant, Client, Customer, and Supplier.
- Workplace as per definition includes office, warehouse, showroom, factory/manufacturing unit including employees in transportation on way to work.

## HOW TO REPORT AND RESOLVE COMPLAINTS?

- Any aggrieved employee can lodge a complaint in her familiar language either in writing or verbally to any member of the POSH Committee (Deepalaya Internal Complaints Committee). In case he/she is unable to make the application or is incapable due to physical or emotional problems, the complaint can be made on her behalf by her legal heir/relative.
- On filing the complaint, the committee will investigate the complaint immediately by meeting the complainant, verifying facts/data/documents or circumstantial evidence including examining witnesses and the defendant.
- Committee will submit a final report with its recommendations to the Management which will take suitable action within 90 days.
- Malicious complaints filed by any employee would be subject to disciplinary action by the management.