

PREVENTION OF SEXUAL HARASSMENT POSH POLICY

Society for Urban, Rural, Economic and Socio Habitation

Thavanampalli -517 131, Chittoor District, A.P., India

1 .Introduction.

Society for Urban Rural Economic and Socio Habitation SURESH is fully committed to providing a safe respectful and dignified working environment for all individuals associated with the organization. This includes employees consultants volunteers interns field staff community workers and all other associated persons. The organization strongly believes that dignity and safety at the workplace are fundamental rights of every individual and are essential for effective development work.

SURESH follows a zero tolerance approach towards any form of sexual harassment misconduct or inappropriate behavior in the workplace or any work related environment. This includes field visits training programs community interactions travel official meetings and digital communication platforms. This policy is prepared in accordance with the Sexual Harassment of Women at Workplace Prevention Prohibition and Redressal Act 2013 and all applicable Government of India guidelines.

2. Purpose and Objectives.

The purpose of this policy is to ensure a safe respectful and inclusive working environment free from any form of sexual harassment. The policy aims to establish preventive systems awareness mechanisms and a clear grievance redressal process.

The objective is to prevent incidents of sexual harassment through awareness training and sensitization programs. It ensures that all complaints are addressed in a fair transparent timely and confidential manner. It also promotes gender equality strengthens institutional accountability and builds trust among all stakeholders.

3 .Scope and Applicability.

This policy applies to all persons associated with SURESH irrespective of their designation role or duration of engagement. It includes full time employees part time staff contractual employees interns volunteers consultants field workers governing body members advisory members partner organizations and third party associates.

The policy covers all work related environments including office premises field locations project sites training venues workshops community spaces travel arrangements official events and all forms of electronic communication including email messaging applications and virtual meetings.

4. Definition of Sexual Harassment.

Sexual harassment includes any unwelcome act behavior gesture or communication of a sexual nature that creates an uncomfortable hostile or intimidating environment for an individual. This includes physical contact inappropriate advances requests for sexual favors sexually colored remarks comments jokes or any verbal non verbal or visual conduct of a sexual nature.

It also includes displaying offensive material sending inappropriate messages repeated unwanted attention intrusive personal questions or any behavior that affects the dignity safety or comfort of

an individual. Any such conduct that interferes with work performance or creates an unsafe environment is treated as sexual harassment under this policy.

5. Internal Complaints Committee ICC.

SURESH shall constitute an Internal Complaints Committee to address complaints of sexual harassment in a fair transparent and time bound manner. The committee functions independently and ensures confidentiality impartiality and sensitivity in all proceedings.

The committee consists of a senior woman employee as the chairperson internal members representing different departments and an external member who has expertise in law women rights or social development. The inclusion of an external member ensures neutrality and strengthens credibility of the process. The committee is responsible for receiving complaints conducting inquiries maintaining records and recommending appropriate action to the management.

6 .Complaint and Redressal Mechanism.

Any individual who experiences or witnesses sexual harassment may submit a complaint through written communication or electronic mail to the designated authority. The organization ensures that all complaints are received with sensitivity dignity and confidentiality.

Once a complaint is received it is acknowledged promptly and a preliminary assessment is conducted to determine whether the matter falls under this policy. After acceptance of the complaint the Internal Complaints Committee initiates a detailed inquiry process ensuring that both complainant and respondent are given equal opportunity to present their case in a fair and respectful manner.

The inquiry process is conducted in a confidential environment and is completed within a defined time frame generally within thirty days. Based on the findings the committee submits its report to the management for appropriate corrective or disciplinary action.

7. Protection Against Retaliation.

SURESH ensures complete protection to all complainants witnesses and participants involved in the inquiry process. No individual shall face retaliation victimization discrimination or adverse consequences for raising a complaint or participating in proceedings.

Any act of intimidation influence or retaliation is treated as a serious violation of organizational discipline and will result in strict disciplinary action. The organization recognizes that protection from retaliation is essential for ensuring confidence in the complaint system.

8 .Confidentiality.

Confidentiality is a fundamental principle of this policy. All information related to complaints inquiry proceedings and outcomes is strictly confidential and is shared only with authorized members of the Internal Complaints Committee and designated management authorities.

Unauthorized disclosure of case details identities or discussions is strictly prohibited. Any breach of confidentiality is treated as a serious disciplinary offense. The organization ensures protection of privacy and dignity of all individuals involved both during and after the inquiry process.

9. Awareness and Capacity Building.

SURESH is committed to building continuous awareness on workplace safety gender equality and prevention of sexual harassment. Regular training programs orientation sessions and sensitization workshops are conducted for all staff volunteers and field workers.

All employees are informed about this policy at the time of joining the organization. Refresher trainings are conducted periodically to strengthen understanding of rights responsibilities and reporting mechanisms. Awareness materials are also shared across workplace locations to ensure continuous sensitization.

10. Responsibilities of Stakeholders.

The management of SURESH is responsible for ensuring effective implementation of this policy by providing necessary institutional support resources and oversight. It ensures that the workplace remains safe inclusive and compliant with legal standards.

All employees and associated personnel are expected to maintain respectful conduct at all times and refrain from any behavior that may constitute harassment. They are also expected to report any incidents they experience or witness. Cooperation with inquiry processes is considered essential for maintaining organizational integrity safety and trust.

11 .False Complaints.

The organization encourages genuine reporting of complaints without fear. However if any complaint is found to be intentionally false or malicious appropriate disciplinary action may be taken against the complainant. At the same time inability to prove a complaint shall not automatically be considered as a false complaint ensuring fairness and balance in the process.

12 .Policy Review.

This policy shall be reviewed once in every two years or earlier if required due to changes in legal framework organizational structure or operational needs. Any revisions shall be approved by the governing body of SURESH to ensure continued relevance and compliance.

13. Declaration.

SURESH reaffirms its commitment to maintaining a safe respectful and gender sensitive workplace environment. The organization believes that dignity equality and safety are fundamental rights of every individual and shall continue to uphold these principles in all its programs and operations.

S No	Name	Designation	Signature	Date
1		Chief Functionary		
2		Executive Director		
3		Managing Committee Chairperson		