

## POSH POLICY (Prevention of Sexual Harassment)

Every day we hear news about sexual harassment against women, in their work place. This harassment affects the morale of female staff and thereby negatively affects their productivity and their contribution to the organisation.

The Government of India passed the POSH Act 2013 to address the issue of the sexual harassment faced by the women in the workplace.

As our organisation focuses mainly on women welfare, we included the POSH policy as one of our policies.

The main objective of the policy is to prevent sexual harassment in the work place.

This creates a free and cordial office atmosphere and enables female employees to contribute their maximum to the organisation.

### **Vision**

Creation of a safe and respectful office atmosphere.

### **Policy**

Providing protection against sexual harassment to female employees in the workplace

### **Objectives**

- ❖ Providing a safe environment in the work place for women by preventing, prohibiting and redressing acts of sexual harassment against them

- ❖ Protection of the fundamental rights of women, ensuring equality and providing an atmosphere for them to live with dignity and practise any profession or occupation
- ❖ Creation of awareness among female employees and educating them about their rights and responsibilities as per the law
- ❖ Constitution of an internal committee for the implementation of the POSH policy.

Since the intervention areas of KAIROS are especially with women, we believe that we can achieve very good results, which will convey a positive message to the community and in turn benefit the entire society.

The measures we propose to take for successful implementation of the policy are :

- ❖ Firstly, we shall give awareness classes to our staff.
- ❖ Then our staff along with external faculties will conduct classes to Federation level leaders.
- ❖ Thirdly, the trained Federation leaders will pass on the awareness to Vikasana Samithis and then to the whole community.

KAIROS: Penalty

(Under Sec. 354A of the IPC (I) Act, read with Clause (1)(ii) & (iii) of sub section 1

KAIROS: Rigorous imprisonment for a term which may exceed to three years or with fine, or with both.

Court fees paid by the victim,

Suspension or termination from service.

KAIROS: Complaint procedure :

Filing of a complaint, in writing or by email, to the Director of the Internal Committee,

Initiation and conduct of enquiry,

Submission of findings and recommendations to the committee,

Implementation of recommendations.

KAIROS: Legal compliance :

Preparation of an Annual report, in the under- given format and submission of the same to the employee and District Office.

Details will include:

No. of complaints received in a year,

Complaints disposed off during the year,

No. of cases pending for more than 90 days,

No. of .....

No. of awareness programs conducted,

Nature of action taken by employer / District office

KAIROS: Conclusion

As the major concern of KAIROS is women welfare, the POSH policy is a major step forward in ensuring a safe and free work environment for its women employees. It also provides a guarantee that all female employees are protected in their workplaces. Thus they will be able to yield better service and the employer is ultimately benefitted in return