



INDIAN DEVELOPMENT ORGANISATION TRUST
Perambalur,
Tamilnadu

PREVENTION OF SEXUAL HARASSMENT
(POSH) POLICY 2021
(Latest Approval by Board resolution number 132 dated 23.03.2024)



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Introduction

Indian Development Organisation Trust was registered under the Indian Trust Act, in 1990 with the registration number of 193/90. It is registered under FCRA Act, u/s 12AA and 80G of Income Tax Act.

INDO trust implemented projects like, Family Counselling Centre, Creches, Child line 1098, Link Workers Scheme, Environment Programme, EIC for HI, Supplementary Educational Centre and Water and Sanitation Programme. INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy. INDO TRUST is a registered civil society organization works for the protection and promotion of rights of multiply marginalized women, historically marginalized Dalit Communities, and vulnerable and most marginalized children in Perambalur District.

INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy.

Vision:

Enhancing Sustainable development, empowering and equal access to vulnerable communities.

Mission:

For attaining sustainable development, INDO Trust empower and mainstream the vulnerable communities for their livelihood through education, skill trainings, enlightening right based awareness creation, environment awareness, benefits and opportunities available, resource engagement with community involvement and social participation in working areas

Purpose of the Policy

The purpose of this policy is to create a safe and healthy working environment for the women working in INDO Trust. Harassment of any kind including sexual harassment is forbidden in the organization and every staff has the right to be protected against it. This policy is to protect, promote and uphold the Rights of all Women outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act of India passed in 2013 and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

The workplace for women should be free from harassment in any form, based on factors such as gender, caste, color, religion, age, national origin, ancestry, disability, veteran status, marital status, sexual orientation or any other employment status protected by applicable law.



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And therefore any form of sexual harassment meted out to women staff in our organization is considered to be a violation of fundamental right, resulting in damage to the dignity of the women staff working in our organization and disrupting working environment of the organization. It also disturbs the gender equality and depriving the opportunities given to women staff. Therefore any form of sexual harassment is against equal opportunity, human dignity and protection of the women staff.

Scope of the Policy

This policy is applicable for all Board of Trustees, staff members, team members and volunteers, contract staffs, consultants, advisory members, visitors, interns, other stake holders and anyone who work with or for the organisation. This policy shall be considered to be a part of the employment contract or terms of engagement of the persons in the above categories. Where the alleged incident occurs to our staff by a third party while on a duty outside our premises, the organization would take all reasonable and necessary steps to support our staff.

Sexual Harassment: Meaning

Sexual harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promise of rewards in exchange for sexual favors including:

- A demand or request for sexual favors, whether verbally or non-verbally, where the submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or promotion / evaluation of work thereby denying an individual equal opportunity at employment;
- A demand or request for sexual favors, sexually colored remarks, showing pornography, any other unwelcome physical conduct of sexual nature, physical contact or molestation, stalking, sounds, display of pictures, signs, patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching, and Physical violence including sexual assault.
- Eve teasing, physical confinement against one's will;
- An act or conduct by a person in authority which makes the environment at workplace hostile or intimidating to a person or unreasonably interferes with the individual's privacy and productivity at work;
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references; demeaning, insulting, intimidating,



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or sexually suggestive comments (oral or written) about an individual's personal appearance, clothing, body, age, private life, etc., the use of job-related threats or rewards to solicit sexual favors or electronically transmitted messages (Jokes, remarks, letters, phone calls);

- Any other behavior, which the women staff perceives as having sexual overtones.
- Repeated and unwanted social invitations for dates or physical intimacy,

Sexual Harassment Policy Guidelines

Awareness:

Awareness of the Sexual harassment policy will be provided to all Board of Trustees, staff members, team members and volunteers, contract staffs, consultants, advisory members, visitors, interns, other stake holders and everyone who work with INDO Trust.

The above people are expected to show commitment to the policy and follow the guidelines and procedures of the Sexual harassment policy in their involvement with the Organisation.

Redressal Mechanism

In case of any women staff working in our organisation has been sexually harassed by anyone through any means mentioned above, we encourage the staff to come forward with a written complaint immediately. The complaint will be considered important and maintained confidentially by the organisation.

The complaint must be given to the concerned person within 3 months of the occurrence and the organization advises the staff to be vigilant and keep any document with which can be used to substantiate an allegation. The redressal system will work based on other evidence if she cannot produce any documentary evidence.

Internal Complaints Committee (ICC)

INDO Trust Internal Complaints Committee will be consist of following members and will be reshuffled every three years and one Chairperson for the committee will be elected by the ICC members.

1. Board of Trustee
2. One External Person from NGO
3. One senior staff member
4. Field Staff member
5. Other sector experts



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The affected staff can approach any member of the committee with her written complaint.

Once the complaint is received by the Committee:

- The person who is charged by the complainant will be informed that a complaint has been filed against her (he / she will be made aware of the details of the allegation and also the name of the complainant as it would be necessary for proper inquiry) and no unfair acts of retaliation or unethical action will be tolerated.
- The complainant has the opportunity to ask for conciliation proceedings by having communication with the accused in the presence of the Committee. But in such conciliation the complainant cannot demand monetary compensation. If the matter has been settled by conciliation, but the respondent is not complying with the terms and conditions, the aggrieved party can approach the Committee for Redressal.
- The Committee will question both the complainant and the alleged accused separately. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee can ask for specific documents from a person if it feels that they are important for the purpose of investigation.
- The complainant has the option to seek leave till the inquiry gets completed.
- The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint.
- If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will be subjected to disciplinary action accordingly.
- The report of the investigation shall be submitted to the Managing Trustee, the charged and the complainant within 10 days of completion of the investigation.
- The Managing Trustee will act on the recommendations of the Committee within 15 days of the receipt of the report.
- Any party aggrieved by the report can prefer an appeal in the appropriate Court or Tribunal in accordance with the service rules within 60 days of the recommendation been given to the Managing Trustee

Disciplinary Action:

If the Internal Complaints Committee found any misconduct, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.



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If it is found out through evidence by the Committee that the complainant has maliciously given false complaint against the accused, disciplinary action shall be taken against the complainant as well.

Regardless of the outcome of the complaint made in good faith, the staff lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation.

While dealing with complaints of sexual harassment, the Committee shall ensure that the complainant or the witness are not victimized or discriminated against by the accused.

Any unwarranted pressures, retaliatory or any other type of unethical behavior by the accused against the complainant while the investigation is in progress should be reported by the complainant to the Complaints Committee as soon as possible. Disciplinary action will be taken by the Committee against any such complaints which are found genuine.

This policy shall be disseminated to all staff of the organization as well as new recruits who will have to acknowledge that they have read and understood the policy and that they shall abide by the policy.

INDO Trust has ZERO TOLERANCE towards sexual harassment and will remove any person whose behaviour is found not in adherence to this policy