



Srishti Seva Sansthan

सृष्टि सेवा संस्थान

POSH POLICY

Hanumangarhi, Cinema Road, Maharajganj,
Uttar Pradesh, 273303

Srishti's Prevention, Prohibition and Redressal to Sexual Harassment of Women at Workplace Policy

Policy Version: 3rd

Effect from: 1st April 2025

Policy on Prevention of Sexual Harassment at Workplace

1.1 Anti-Sexual Harassment Policy

This Anti-Sexual Harassment Policy has been prepared by Srishti Seva Sansthan ("The Organization"). This policy is based on the guidelines outlined in **The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013**, and **The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Rules, 2013**.

This policy applies to all employees of the organization and takes immediate effect.

The definition of "employee" under this policy includes:

- Temporary employees
- Contractors
- Contingent workers
- Probationers
- Interns
- Any other workers associated with the Organization directly, through contractors, or through agencies

It is the responsibility of every employee to be aware of, understand, and comply with the guidelines set forth in this policy.

The policy is incorporated into the terms of employment for all employees and may be updated by the Organization at any time at its discretion.

The Organization aims to foster a **workplace free from sexual harassment, discrimination, and intimidation**. Sexual harassment is a **serious offense** and is **legally punishable**. Any behaviour or remarks that create a **hostile, intimidating, or offensive work environment** or interfere with an employee's ability to perform their duties will be considered as harassment.

Zero-Tolerance Policy

The Organization strictly follows a **zero-tolerance policy** towards any form of sexual harassment by employees, contractors, clients, vendors, or suppliers. Employees engaging in such misconduct will not be supported or excused by the Organization. Any retaliatory action against complainants or witnesses is strictly prohibited.

1.1.1 What is Sexual Harassment?

As per the **Act**, sexual harassment includes one or more of the following unwelcome acts or behaviors:

1. Physical contact and unwelcome advances



2. **Demand or request for sexual Favors**
3. **Making sexually coloured remarks**
4. **Showing pornography**
5. **Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature**

Situations that constitute **sexual harassment** include but are not limited to:

- Express or implied promises or threats regarding employment benefits or disadvantages based on sexual conduct.
- Conduct that creates an intimidating, offensive, or hostile work environment.
- Actions that affect an employee's health or safety due to sexual harassment.

Examples of Sexual Harassment

- Persistent unwelcome comments, gestures, or actions of a **sexual nature**.
- Requests or demands for **sexual Favors** in exchange for job benefits (Quid Pro Quo harassment).
- **Threats of dismissal or demotion** for refusing sexual advances.
- **Displaying obscene material** such as posters, cartoons, or images.
- **Sexually suggestive remarks, jokes, or invitations.**
- **Unwanted physical contact**, including inappropriate touching.

1.1.2 Types of Sexual Harassment

1. Quid Pro Quo Harassment

This occurs when sexual Favors are requested in return for job benefits such as promotions, raises, or continued employment.

2. Hostile Work Environment

This refers to an intimidating, offensive, or hostile workplace due to sexually inappropriate behaviour. Examples include **sexual jokes, pornography, inappropriate touching, and gender-based discrimination.**

1.1.3 Definition of "Unwelcome" Conduct

The term "**unwelcome**" is key in defining sexual harassment. It is the **impact on the victim** that determines whether an action qualifies as harassment.

1.1.4 Definition of "Workplace"

For the purposes of this policy, the workplace includes:



- **Office premises**
- **Any location where Organization-related work is being carried out**
- **Meetings, business trips, training sessions, and work-related travel**

1.1.5 Internal Committee (IC)

All complaints of sexual harassment will be handled by the **Internal Committee (IC)**. Contact details of IC members are provided in **Annexure 1**.

The Organization has formed this committee in compliance with the Act to **investigate and resolve complaints fairly and effectively**.

If a complaint is found to be **false, misleading, or malicious**, the committee has the authority to **recommend action against the complainant**.

If the act constitutes a criminal offense under the **Indian Penal Code (IPC), 1860**, the Organization will assist the complainant in filing a police report if requested.

1.1.6 Complaint Filing Procedure

1. Complaints must be filed **within 3 months** from the date of the incident or from the last occurrence in a series of incidents.
2. Complaints should be made in **writing** and submitted to any **Internal Committee member or HR department representative**.
3. If the complainant cannot submit a written complaint, they will receive **assistance in writing it down**.
4. The accused will be **notified of the allegations** and given an opportunity to respond.
5. If the complainant requests conciliation, the committee will arrange a **mediation session** to attempt resolution.
6. If no conciliation is reached, the **IC will conduct a formal inquiry**.

1.1.7 Inquiry Process

1. The Internal Committee will **begin the inquiry within 7 days** of receiving the complaint.
2. The inquiry must be **completed within 90 days**.
3. The complainant and accused must be **physically present** for questioning.
4. All information **will be kept confidential** unless disclosure is legally required.
5. **HR may take interim measures** like transferring the complainant or granting leave.



6. The final **inquiry report will be submitted within 10 days** after completion of the investigation.

1.1.8 Disciplinary Action

If the accused is found guilty, the **Organization may take the following actions:**

- **Issue a warning, suspension, or termination.**
- **Withhold salary increments or promotions.**
- **Impose a fine or require compensation to be paid to the complainant.**

If a complaint is found to be **false or malicious**, action may be taken against the complainant.

Details of IC Members of SSS:

Sl. No.	Name	Position	Contact No.
1	Smt. Manorama Srivastava	Presiding Officer	8948228062
2	Mr. Kanhaiya Lal	Member	7007328168
3	Smt. Modlata	Member	8858918096
4	Mr. Vijay Kumar	Member	9793151329

APPENDIX-A

ANNUAL REPORT under Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013

Sl No.	Particulars	Details
1	Number of complaints of sexual harassment received in the year	
2	Number of complaints disposed off during the year	
3	Number of cases pending for more than 90 days	
4	Number of workshops or awareness programme against sexual harassment carried out	
5	Nature of action taken	

