



**Policy for Prevention of Sexual  
Harassment at the Workplace (POSH)  
Riddhi Siddhi Sanstha**

Riddhi Siddhi Sanstha is dedicated to creating a work environment that is safe, inclusive, and free from sexual harassment. Every individual has the right to work with dignity and respect, and this policy has been formulated in accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013** (hereafter referred to as 'the Act') and applicable legal provisions.

This policy is applicable to all employees, including full-time, part-time, contractual staff, interns, volunteers, consultants, vendors, clients, donors, visitors, and any other individuals interacting with Riddhi Siddhi Sanstha. The organization maintains a **zero-tolerance policy** towards any form of sexual harassment, ensuring that any complaints received are addressed promptly and effectively.

## 1. Purpose

The primary objectives of this policy are to:

- Prevent and prohibit sexual harassment at the workplace.
- Provide a robust mechanism for reporting, investigating, and addressing complaints related to sexual harassment.
- Establish an **Internal Complaints Committee (ICC)** to handle complaints fairly and transparently.
- Educate all employees and stakeholders about their rights and responsibilities concerning workplace safety.
- Enforce strict disciplinary action against offenders to maintain the integrity of the work environment.

## 2. Scope & Applicability

This policy extends to:

- **All Riddhi Siddhi Sanstha premises and locations** where official work is conducted, including offices, field locations, and remote work setups.
- **All employees** at every level, including permanent, temporary, trainees, volunteers, and contractual workers.
- **Third-party stakeholders** such as vendors, consultants, donors, suppliers, and service providers.
- **Work-related situations** including conferences, business trips, virtual meetings, and social events organized by the organization.
- **Digital communication platforms**, including emails, social media, messaging apps, and telephonic interactions used for official purposes.

## 3. Definition of Sexual Harassment

Sexual harassment is defined as any unwelcome act of a sexual nature, including but not limited to:

- **Physical contact and advances**, such as unwelcome touching, patting, or groping.
- **Requests or demands for sexual favors**, either explicitly or implicitly.
- **Sexually colored remarks**, inappropriate jokes, comments, or suggestive language.
- **Showing pornography or sharing sexually explicit material**, including digital content.
- **Unwelcome advances or repeated requests** for romantic or sexual engagement.
- **Creating a hostile or intimidating work environment** based on gender or sexual conduct.
- **Retaliation against an individual** for rejecting advances or reporting misconduct.
- **Online harassment**, including inappropriate messages, emails, and social media interactions.
- **Any form of quid pro quo harassment**, where job benefits or threats are linked to sexual conduct.

## **4. Internal Complaints Committee (ICC)**

### **4.1 Composition of ICC**

The **Internal Complaints Committee (ICC)** has been established at every workplace where Riddhi Siddhi Sanstha has ten or more employees. The ICC consists of:

1. **Presiding Officer** – A senior female employee of the organization.
2. **Two or more members** with experience in social work, legal knowledge, or gender rights.
3. **One external member** from an NGO or legal background who is well-versed in sexual harassment laws.
4. **At least 50% of the ICC members must be women.**

### **4.2 Roles & Responsibilities of ICC**

The ICC is responsible for:

- Receiving and investigating complaints related to sexual harassment.
- Ensuring confidentiality in handling complaints.
- Conducting unbiased hearings for both the complainant and the respondent.
- Recommending appropriate disciplinary actions or legal recourse.
- Preventing retaliation against complainants or witnesses.
- Organizing awareness programs and training on sexual harassment prevention.

### **4.3 Term of ICC Members**

- ICC members shall serve a **three-year** term.

- Any member found guilty of misconduct, breach of confidentiality, or bias shall be removed from the committee.

## 5. Complaint Filing & Investigation Procedure

### 5.1 Lodging a Complaint

- A complaint must be submitted **within three months** from the date of the incident.
- The ICC may extend the time limit by **three additional months** if justified.
- Complaints can be submitted **in writing, via email, or through an official complaint portal**.
- If the complainant is unable to write, the ICC will assist in documenting the complaint.

## 6. Conducting of Inquiry by the Internal Complaints Committee

### 6.1 Submission and Notification

- The complainant must submit a **detailed complaint** with supporting documents and witness details.
- Within **7 working days**, a copy of the complaint shall be sent to the respondent.
- The respondent shall submit a written reply along with their supporting documents and witness details within **10 working days**.

### 6.2 Inquiry Process

- The ICC shall conduct an **impartial inquiry** in adherence to **principles of natural justice**.
- Both the complainant and respondent shall be given equal opportunities to present their case.
- **Legal practitioners are not permitted** to represent either party during the proceedings.
- The ICC shall have powers equivalent to a **civil court** for:
  1. Summoning and enforcing the attendance of witnesses.
  2. Requiring the production of relevant documents.
  3. Any other necessary actions to ensure a fair inquiry.

### 6.3 Ex-Parte Decision and Termination of Inquiry

- If either party fails to attend three consecutive hearings **without a valid reason**, the ICC may:
  - Terminate the inquiry.
  - Pass an **ex-parte decision** after issuing a **15-day notice**.

### 6.4 Interim Relief Measures

During the inquiry, the ICC may recommend:

- **Transfer of either party** to another department or location.
- **Grant of special leave** (up to three months) to the complainant.
- **Restrictions on the respondent's involvement** in the complainant's work assessment or supervision.

#### **6.5 Conclusion of Inquiry**

- The ICC must **complete the inquiry within 90 days** from the date of complaint receipt.
- A final report must be **submitted within 10 days** of inquiry completion.
- The employer must take necessary action **within 60 days** of receiving ICC recommendations.

### **7. Confidentiality & Protection Against Retaliation**

- All complaint-related information, including identities of the complainant, respondent, and witnesses, shall be **kept confidential**.
- Any breach of confidentiality will result in **disciplinary action**.
- **No employee shall face retaliation** for filing a complaint or assisting in an investigation.

### **8. Annual Reporting & Policy Review**

- The ICC shall submit an **Annual Report** containing:
  - Number of complaints received and resolved.
  - Actions taken on complaints.
  - Awareness programs conducted.
- The policy shall be **reviewed annually** to ensure legal compliance and effectiveness.

### **9. Amendments and Modifications**

Riddhi Siddhi Sanstha reserves the right to amend this policy periodically in accordance with legal updates and organizational needs.

**Effective Date:** [1/4/2026]

**Approved by:** Management of Riddhi Siddhi Sanstha

This policy is designed to foster a **safe, respectful, and harassment-free workplace**. Employees are encouraged to report any violations promptly to the **Internal Complaints Committee (ICC)**