



POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH)



CENTRE FOR RELIEF AND REHABILITATION



About CRR

Centre for Relief and Rehabilitation (CRR) is a grassroots, rural-based non-profit organization established in 2020 under the Indian Trusts Registration Act. CRR works across the rural areas of Lower Assam, focusing on marginalized, vulnerable, and underserved communities. The organization is committed to promoting sustainable development, improving livelihoods, supporting education, and providing relief during emergencies and crises. Our head office is located at Howriapet, Maktaigaon, Gossaigaon, Kokrajhar District, Assam. Being deeply rooted in the local community helps us understand the real challenges faced by rural families and design practical, people-centred solutions. CRR works in close collaboration with community members, local institutions, and development partners to create lasting social impact. Through participatory approaches and grassroots engagement, we aim to empower individuals and communities to become self-reliant and resilient.

Our Vision

To build an inclusive, self-reliant, and empowered society where marginalized communities live with dignity, equal opportunities, sustainable livelihoods, and access to quality education and basic human rights.

Our Mission

The mission is to empower marginalized communities through livelihood, education, and relief initiatives. The organization works to promote self-reliance, dignity, and inclusive development by supporting vulnerable families and strengthening community resilience in rural Assam.

Core Values of the Organization

The organization has identified the following core values.

Community Participation Encouraging active involvement of community members in development processes.

Equity and Inclusion Ensuring equal opportunities for marginalized and vulnerable groups.

Gender Equality Promoting dignity, leadership, and empowerment of women and girls.

Transparency and Accountability Maintaining openness and responsibility in all organizational work.

Sustainability Promoting environmentally friendly and long term livelihood practices.

The POSH Policy of CENTRE FOR RELIEF AND REHABILITATION follows the spirit of Vishaka Guidelines (1997) and The Sexual Harassment of Women at the Workplace (SHWW)



Act & and Rules (2013) It also upholds fundamental rights of woman mentioned in the Constitution of India.

This Policy provides protection against sexual harassment of women and girls at CENTRE FOR RELIEF AND REHABILITATION, prevents sexual harassment and redresses complaints of sexual harassment.

Zero-Tolerance Preamble

Centre for Relief and Rehabilitation (CRR) is committed to maintaining a workplace and program environment that is safe, respectful, inclusive, and free from all forms of sexual harassment, exploitation, abuse, and discrimination. CRR adopts a zero-tolerance approach towards sexual harassment and any conduct that violates the dignity, safety, and rights of women and girls. Any act of sexual harassment will be treated as a serious misconduct and will be addressed promptly, fairly, and in accordance with applicable laws and organizational policies.

Commitment to a Safe Workplace

CRR is committed to providing a safe and secure workplace for all employees, volunteers, interns, consultants, community resource persons, board members, beneficiaries, and visitors. Every individual associated with CRR has the right to work and participate in programs in an environment that promotes dignity, equality, mutual respect, and freedom from harassment, intimidation, or retaliation.

This Policy covers all works areas of CENTRE FOR RELIEF AND REHABILITATION.

This Policy is for all employees of CENTRE FOR RELIEF AND REHABILITATION and also for those who have employment relations with CENTRE FOR RELIEF AND REHABILITATION.

- **Expand the "Workplace" Definition:** "All works areas" is too vague. To properly protect your field teams and community, explicitly list: Office premises, community centres, education centre, SHG meetings, other field sites, residences used for official programmes, transport/travel for work, and digital platforms used for official communication.
- **Expand Applicability:** Instead of just "employees", explicitly list that the policy applies to permanent, contractual, temporary, and part-time staff, as well as interns, volunteers, community resource persons (CRPs), community leaders, Governing body/board members, visitors, and partners.



Definition of Sexual Harassment CENTRE FOR RELIEF AND REHABILITATION prohibits the following forms of sexual harassment on women.

1. Physical contact/advances
2. Unwanted proposition
3. Sexually coloured remarks
4. Display of pornography
5. Indirect/open promise of preferential treatment
6. Threats about employment
7. Offensive work environment
8. Quid pro quo

Any other unwelcome physical, verbal or non-verbal conduct of a sexual gesture

The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour amount to sexual harassment:

- a. Implied or explicit promise of preferential treatment in employment;
- b. Implied or explicit threat of detrimental treatment in employment;
- c. Implied or explicit threat about the present or future employment status;

Contextual Examples: The definitions align well with the Act. However, it is recommended to add examples relevant to your specific NGO context, such as harassment occurring during community SHG meetings or field visits.

Aggrieved woman: Any woman in the organization and those having employment relations with CENTRE FOR RELIEF AND REHABILITATION and have faced sexual harassment.

Who can complaint: Any aggrieved woman and any person who has knowledge of or witness sexual harassment. **Respondent:** A person against whom a complaint of sexual harassment has been made

Mechanism to make complaint: As CENTRE FOR RELIEF AND REHABILITATION has less than 10 employees, the organization's Administrator will receive complaints and forward to Local Committee.

Administrator will follow up till the case is closed and the aggrieved woman is provided justice.

Administrator. will keep case dairies of each case report



- **Drafting the IC Structure:** Since it has been suggested, specify that the IC includes a Presiding Officer (Senior Woman), two employee members, and one external member (NGO/Advocate), ensuring at least 50% are women and their term is 3 years.
- **Addressing the Senior Woman Gap:** To legally designate a female non executive board member as the Presiding Officer when there is no senior female staff member, CRR must pass a formal, minuted Board Resolution appointing her to the role for the mandated three-year term. Following this, the Managing Trustee must issue her an official appointment letter to serve as documentary proof of the institutional mechanism for the donor.
- **External member:** It is crucial to remember that she counts as the internal Presiding Officer, meaning CRR still needs to appoint a completely separate external member, such as someone from another NGO or an advocate, to complete the Internal Committee structure. If CRR female board member does not agree to be in the IC, you can use this exact same formal resolution and appointment process to officially nominate a senior woman from a partner organisation to take on the role.
- The POSH Act strictly mandates a minimum of four members to constitute a valid Internal Committee. Operating with only three members could lead to compliance failures during donor audits. To meet the legal minimum, the committee must include at least two internal employee members.

If finding a second full-time staff member is difficult (as ED cannot be a part of the IC) please note that the POSH Act defines an "employee" very broadly. To fill this second internal member slot, you do not need a salaried full-time worker; you can legally appoint a part-time staff member, CRP, or trusted community leader who is formally engaged by CRR.

- **Implement Strict Timelines:** Replace "follow up till the case is closed" with the strict statutory timelines referring to the shared framework.
 - a. Complaints filed within 3 months.
 - b. Inquiry to be completed within 90 days.
 - c. Findings reported within 10 days of completion.
 - d. Employer action taken within 60 days of receiving the report.



Duty of CENTRE FOR RELIEF AND REHABILITATION

- It shall be the duty of the organisation:
 - To sensitise all employees and people in community on the issue of SH.
 - To share information on the SH Act in local language. To provide support to Local Committee on inquiry procedures.
 - To display information about SH Act and Local Committee in workplace.
 - To submit report to Local Committee in March every year.
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- **Enhance Awareness Methods:** Add that sensitisation will also use visual posters, community meetings, rather than relying solely on formal training.
 - **Update Reporting Standards:** You must explicitly state that the annual report will include the exact metrics required by law: number of complaints received, number disposed of, number pending for more than 90 days, nature of action taken, and training/awareness conducted. Mention that this report must be filed even if the number of cases is zero.

Mijanur Rahman Sk
Managing Trustee
Centre for Relief and Rehabilitation
Date:.....

AbuTaher Sheikh
Trustee
Centre for Relief and Rehabilitation
Date:.....

Muzammal Hossain
Trustee
Centre for Relief and Rehabilitation
Date:.....