

Mahasakthi Welfare Society

Sexual Harassment Policy



81/6 Bank Road

Saruthupatti , Periyakulam – Tk

Theni - Dt, Pin .No 625 523

TamilNadu – India



Sexual Harassment Policy(MWS)

Women's employees have to ensure the safety and dignity of the staff and create a workpiece for them. Indian guidelines related to sex are protected from sexual harassment as thought by the Supreme Court

Harassment, August 1997, "Sexual harassment of women in the workplace (prevention, prohibition And relief) Act, 2013 and

Sexual harassment of women in the workplace (prevention, Banning and Relief) rules, 2013

Purpose :

Purpose is to uphold a harassment-free workplace for all, with zero tolerance. The Parliament passed a bill in 2013 mandating internal redress mechanisms in offices to address sexual harassment. The aim is to protect human rights, especially for women. Staff, including volunteers, must respect dignity and share accountability. Victims of abuse are prioritized for care and safety.

Scope

The Scope of the policy is to prevent sexual harassment against female employees.

Fundamental Principles:

1. Enthusiasm for working with children
2. Openness
3. Sincerity

What is sexual harassment?

According to the Equal Employment Opportunity Commission (EEOC), it includes other verbal or physical harassment of a sexual nature in the workplace or learning environment.

Some forms of sexual harassment include:

1. Physical sexual assault.
2. Sexual acts that imply sexual orientation.
3. Sexual jokes.
4. Verbal harassment.
5. Unwanted touching or physical contact.
6. Discussing sexual relationships/stories/fantasies at work, school, or other inappropriate places.
7. Unwanted sexually explicit photos, emails, or text messages.

And so on.

This violence causes physical and psychological problems for women and this impact has significant long-term impacts.



For Maha Sakthi Welfare Society


Dr. P. Kala
Secretary

Work Place:

Sexual harassment occurs more frequently in workplaces. The employer has the sole responsibility to prevent sexual assault. Every employer must protect their employees. The employer is legally responsible for preventing harassment in the workplace. If harassment occurs, the employer is also liable for the harassment.

Preventing sexual harassment is everyone's responsibility.

It is the responsibility of everyone to prevent sexual harassment. If sexual harassment is not known about it, it cannot be prevented or adjusted. Those who have to be punished for anyone who can cause sexual harassment. The witness of sexual harassment must be protected.

Supervisory Responsibilities

When organizational leaders receive a complaint or information about sexual harassment, they respond appropriately. Employees who engage in sexual harassment will face consequences. Supervisors may face disciplinary action for failing to report sexual harassment or allowing it to continue if it is not addressed properly. Sexual harassment prevention strategies and programs require everyone's involvement. Men should be especially involved in this.

Behalf of NGO provide awareness to children

Through our NGO, we are going to organize evening classes for chess, carom, table tennis etc. This will not only provide equal opportunity to everyone, but also eliminate the dangers of being immersed in mobile phones for too long. For this, a specially trained sports teacher will also be appointed. We will arrange for all children studying in nearby schools to come here and learn for free.

Behalf of NGO provide awareness to employees

Our NGO is always against sexual harassment. Given this, all new employees at our company receive special sexual awareness training and are asked about any issues they are experiencing during each monthly counselling meeting. There is also a complaint box where female employees can write about any problems they are experiencing at work or elsewhere.

Billboard against sexual harassment: Awareness

Display Board (It contain the following matters.)

1. Our employees are trained in anti-harassment. Those against sexual harassment
2. If other employees are harassed, employees will be dismissed from work, if their guilt is proven
3. Images that celebrate femininity
4. Poster against sexual harassment
4. Safety Committee form (Sexual Harassment)



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Transmission

This Policy is publicly available on our website, provided to new recruits, and forms part of agreements with partners.

To address workplace harassment

Complaints Committees should be prepared, be knowledgeable about policies, gather information, identify issues, prepare questions, conduct interviews, inform parties, analyze data, and prepare reports

The employer's duties include

1. Providing a safe workplace
2. Displaying penalties for harassment,
3. Holding workshops,
4. Aiding the Internal Committee,
5. Ensuring witness attendance,
6. Sharing necessary information,
7. Helping women file complaints,
8. Taking legal action,
9. Treating harassment as misconduct, and
10. Monitoring reports.

Internal Complaints Committee

Maha Sakthi Welfare Society's Internal Complaints Committee will address sexual harassment complaints, headed by a MWS employee. The committee consists of 10 members including 7 women, 1 middle management staff, 1 Governing Board member, and 1 external member.

Applicability: The Policy applies to Governing Board members, employees, volunteers, interns, consultants, and visitors.

Date of adoption:

Adopted on September 23, 2022 during the Annual General Body meeting.

The committee is responsible for

The committee manages complaints, conducts inquiries, submits findings, coordinates with employer on actions, and maintains confidentiality as directed.



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A complainant alleging sexual harassment should report promptly.

Anyone experiencing sexual harassment should document the incident against the harasser

And if the behavior continues, report it to the Grievance Redressal Committee or speak to a senior member, organization leader, or board member.

Timeline of complaint and committee action

1. Lodge complaint within 3 months.
2. Maintain confidentiality.
3. Attempt informal resolution if possible within 2 weeks.
4. Respondent provides documents within 10 days for formal investigation.

Upon receiving a complaint, the Committee will address it.

1. The Committee will document the incident,
2. Understand the organization's complaint process,
3. Determine the preferred outcome, decide on informal or formal resolution, and
4. Maintain a confidential record.

Informal Resolution

1. Upon receipt of a complaint of sexual harassment, the Panel may take steps to resolve the matter between the complainant and the respondent if the complainant chooses informal resolution.
2. The Panel will mediate in a manner that respects the rights and confidentiality of both parties and reaches a satisfactory resolution.
3. The Panel will continue to monitor the situation to ensure that this conduct does not recur.
4. The Panel will provide copies of the resolution to the complainant and respondent. Once the action is taken, it will be recorded that the complaint will not be investigated further.

Formal investigation

If informal resolution fails and the complainant requests a proper investigation, the committee will conduct a proper investigation and take reasonable steps

- Ensure natural justice for all parties involved.
- Conduct separate interviews with all parties involved.
- Interview witnesses separately.
- Maintain records of interviews and investigations.
- Maintain confidentiality and minimize disclosure.
- Determine if there is enough evidence to conclude that sexual harassment occurred (i.e., it is unlikely).



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Procedure of the hearing

The complainant has to submit the complaint along with the documents

The panel sends the complaint to the respondent

The respondent replies The hearing is conducted by a panel of three members.

The Panel will interview the respondent individually. The Panel will interview any witnesses called by the respondent. If the complainant or respondent wishes to cross-examine witnesses, this will be facilitated by the Panel.

The panel's decision is final

Action is taken against the respondent based on the panel's recommendation

No legal professional can represent either party at any stage of the hearing

Interim measures

1. Management may transfer the harasser to a different job/work arrangement
2. If the incidents are frequent and/or severe, the respondent may be dismissed.
3. If the necessary investigation cannot determine that sexual harassment has occurred, steps may be taken to ensure the workplace functions without discrimination.
4. If necessary, further training may be arranged for employees
5. The employer must inform the committee about the interim measures.

Conciliation

The Internal Committee can attempt conciliation if requested by the aggrieved woman, but not for monetary settlements; procedures are specified in the Act and Rules.

Prohibition on publication

According to Section 16, the information contained in the complaint, the details of the parties, the progress of the conciliation, the decisions of the internal committee should not be publicized. Violation of the rules will lead to fines and penalties as per the provisions of the Service Rules.

Termination of inquiry

If both the complainant and the respondent are absent for three consecutive hearings without providing a written explanation, the committee may terminate the investigation. If the committee determines that the complaint was malicious, it can ask the employer to take appropriate action against the complainant.

Submission of Annual Reports

The Internal Committee is required to prepare and submit an annual report to the employer.

The employer is required to include in its report the number of cases filed, and their disposal under this Act in the annual report of the organisation.



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Policy Review

The Policy Committee dissolves and nominates new Chairman and members every 25th Feb years through nominations made by a team of Seven MSW.

Conclusion

Everyone has an official duty and a personal obligation to fulfill the purpose of this policy. This policy must be followed at all locations. Furthermore, every employee is expected to respect individual human rights and dignity and to have a working knowledge of permitted activities in the workplace and to receive guidance from the Human Resources Department.

Details MWS Internal Complaints Committee members are mentioned below:

Presiding Officer— Mrs.P.Kala, Chairperson.

Min. 2 members from employees who have had experience in social work or have legal knowledge or are committed to the cause of women.

Mrs.S.Bala Meena BE

Mrs.R.Puvaneswari MBA

Middle Management

Mrs Annam

One member from Governing Board

Mrs.Anuja

One External Member

MR.Bose



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