



Registered Office: Chennai

POSH Policy V2 Dt 05-10-2025

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Volunteer, Urimai Kural Trust

A. INTRODUCTION

1. Urimai Kural Trust (hereinafter 'UKT') believes in equal employment opportunity. We do not tolerate verbal or physical conduct creating an intimidating, offensive, or hostile environment for a person. Harassment of any kind including sexual harassment is forbidden in the organization and every employee has the right to be protected against it.
2. We are committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The organization believes that all employees of the organization have the right to be treated with dignity.
3. This policy has been framed in line with the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" of India (hereinafter referred to as the "the Act") and existing rules framed thereunder namely the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013" of India (hereinafter referred to as the "the Rules"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
4. Further, this Policy has also been framed with reference to the following laws:
 - a. The Transgender Persons (Protection of Rights) Act, 2019; b. The SC/ST (Prevention of Atrocities) Act, 1988;
 - c. The Rights of Persons with Disabilities Act, 2016;
 - d. The HIV and AIDS (Prevention and Control) Act, 2017;
5. This policy is applicable to trustees, director/directors, employees, workers, volunteers, staff, consultants and trainees including those on deputation, part time, contract, working as consultants or otherwise (whether in the office premises or outside while executing any work / function on behalf of UKT). This policy shall be considered to be a part of the employment contract or terms of engagement of the persons in the above categories.
6. This policy is framed to handle internal complaints and redressal. However, the state and central laws will always prevail over this policy, if applicable. 7. The organization will take very serious disciplinary action against any

victimisation of the Complainant or the Respondent that may result from a Complaint.

B. DEFINITIONS

- Sexual Harassment may include any of the following but not limited to:
1. Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit;
 2. Physical contact and advances;
 3. Demand or request for sexual favours;
 4. Sexually coloured remarks, including but not limited to vulgar / indecent jokes, letters, phone calls, text messages, e-mails, gestures etc.;
 5. Showing pornography or the likes;
 6. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
 7. Physical contact and advances such as touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtones, molestation;
 8. Display of pictures, signs etc. with sexual nature/ connotation/ overtones in the work area and work related areas;
 9. Verbal or non-verbal communication which offends the individuals' sensibilities and affect her/his performance and has sexual connotation/ overtone/ nature;
 10. Teasing, innuendos (indirect remarks or hint) and taunts, physical confinement and /or touching against one's will and likely to interfere upon one's privacy.

C. CIRCUMSTANCES

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- a. Implied or explicit (directly or indirectly) promise of preferential (partiality) treatment in the employment
- b. Implied or explicit threat or detrimental (harmful) treatment in the employment;
- c. Implied or explicit threat about the present or future employment status;
- d. Interference with the work or creating an intimidating or offensive or hostile work environment;
- e. Humiliating treatment likely to affect health or safety.

D. How to Identify Sexual Harassment

1. The point of consideration should be the effect that the conduct of one person has on another rather than whether the behaviour was intentionally offensive or not.
2. Further, not only face to face harassment, but Sexual Harassment by electronic means, such as by the use of social media, as well shall constitute Sexual Harassment.
3. Sexual Harassment does not have to be repeated or continuous to be against the Policy.

E. Examples of the behaviours

The behaviours that are considered inappropriate within UKT's working environment and are liable for disciplinary action are not limited but includes following:

1. Verbal harassment

2. A demand or request for sexual favours.
3. Comments about a person's sexual orientation, gender identity and/or expression and sex characteristics or their personal life.
4. Sexually coloured remarks.

F. Physical harassment

1. Offensive gestures.
2. Touching in a sexual manner.
3. Assault or coerced sexual acts.
4. Written or graphic harassment
5. Unsolicited forwarding of pornographic pictures through email, or any other medium.
6. The display of sexually suggestive objects, pictures, magazines, posters or cartoons in the work area.
7. Written communication that has sexual implications.

G. Emotional harassment

1. Demanding sexual favours in return for or with a promise of favourable performance appraisals, promotions, sustained employment and provision of employment.
2. Implied or explicit detrimental treatment for refusal to provide sexual favours.
3. Interference with the work or creating an intimidating or offensive or hostile work environment.
4. Humiliating treatment likely to affect health or safety.

H. Third Party Harassment

As per the Act, if Third Party Harassment occurs as a result of an act or omission by any third party or outsider, the Organization and person in-charge will take necessary and reasonable steps, as per law, to assist the affected person

in terms of support and preventive action including assisting an employee/aggrieved person who wishes to file a complaint with the local police.

Aggrieved Individual (inclusive of people belonging to LGBTQIA+ communities)

An Aggrieved Individual, in relation to a workplace, is a person, of any age, whether an employee or not, who alleges to have been subjected to any act of Sexual Harassment.

Complainant (inclusive of people belonging to LGBTQIA+ communities)

A Complainant is any Aggrieved Individual (or if the Aggrieved Individual is unable to make a Complaint on account of his/her/their physical or mental incapacity or death or otherwise, any other person permitted under the Rules) who makes a Complaint alleging Sexual Harassment under this Policy.

Employee

Employee means a person employed by UKT, for any work on regular (full time or part time), temporary, ad hoc or daily wage basis, including a consultant, with or, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a trustee/trustees/director/directors/ co-worker/a contract worker/probationer/trainee/volunteers/consultants or called by any other such name.

Respondent

A Respondent means the person against whom the Complainant has made a Complaint.

Workplace

- Premises, locations, establishments, enterprises, institutions, offices, branches or units established, owned, controlled or used by UKT for various programme activities.
- All activities, events under any programme or project performed at any other site away from UKT office
- Any social events, field trips, sports tournaments, conferences, festivals, and all other activities undertaken by any person as a member/employee of the trust, where the conduct or comments may have an adverse impact on the workplace or workplace relations.

Trust

Refers to Urimai Kural Trust

Internal Committee

Means and include an Internal Complaints Committee (hereinafter referred to as the "IC").

Member

Means a member of the IC.

Presiding officer

Means the presiding officer of the IC who is either a cisgender woman or a transgender person.

Parties

Means collectively the complainant and the respondent.

Trustee

Means any person who is a member of the board and has the legal obligation to administer UKT without any remuneration whatsoever.

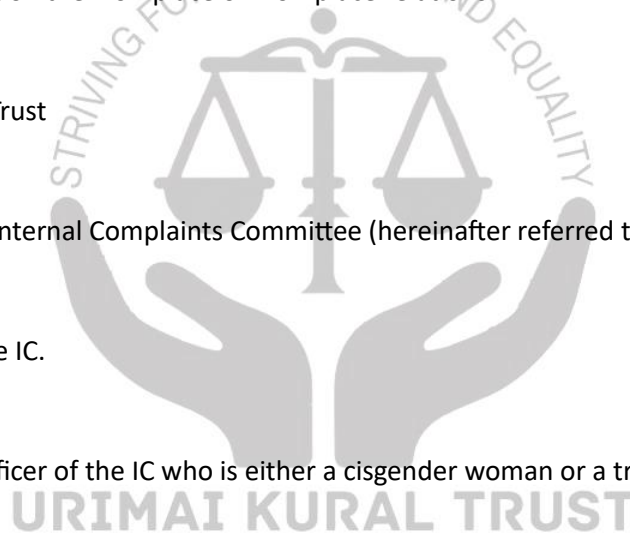
SEXUAL HARASSMENT REDRESS SYSTEM

STEP 1: COMPLAINT

Whom to make a Complaint?

Internal Committee (IC)

How to Appoint IC Members?



The Act has stipulated that all Organizations or Institutions to set up an Internal Complaints Committee (IC) to redress Complaints on Sexual Harassment. The IC Committee must be:

1. Presided by a senior cisgender woman or transgender executive (“Presiding Officer / Chairperson”).

2. External member - a person familiar with the issue of sexual harassment at workplace.

The Presiding Officer and every member of the IC shall hold office for a period not exceeding three years, from the date of their nomination. A member of the IC may resign at any time by tendering his/her/their resignation in writing to the trust.

Is it possible to remove or replace an IC Member or Presiding Officer? In the event that the Presiding Officer and / or any member of the IC:

1. Contravenes any provisions of the Policy; or

2. Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him / her/them/they or 3. Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them or

4. Has so abused their position as to render their continuance in office prejudicial to public interest, such Presiding Officer or member as the case may be, shall be removed from the IC.

5. Any vacancy created due to cessation of employment, resignation, death, disability or removal, as applicable, shall be filled by a fresh nomination by the Organization in accordance with the appropriate guidelines.

Where will be the location of the IC?

UKT office in Chennai

How many minimum numbers of Members are required on IC? The IC would comprise 3 members at the minimum. The founding trustee, trustee and one external member.

How to make a Complaint?

A Complainant can make a Complaint, in writing, to UKT IC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

What if the complaint is delayed?

The IC Committee may, for the reasons to be recorded in writing, extend the time limit of three months, if it is satisfied that the circumstances were such which prevented the Complainant from filing a Complaint within the said period.

What if the Aggrieved Person (Victim) is unable to make a Complaint?

If the aggrieved individual is unable to make a complaint because of their physical/mental status/capacity/incapacity

Complaints can be filed by relative/friend/co-worker/authority under whose care the individual is / any person who has the knowledge of the incident jointly with the aggrieved person

If the complaint is made against a visitor or any other person who is not associated with UKT in any manner, the IC shall advise the complainant to file police complaint immediately.

How to write a Complaint?

The complaint letter should have the Subject: Complaint against sexual Harassment . Content of Complaint should include type of harassment ,First date of incidence, followed with dates of incidences (if required) and last date of incidence. It should also list evidence numbered as A,B,C.... and attach along with the written complaint letter. List of witnesses should be numbered as witness 1 , witness 2 and should be attached with the written complaint letter. Expected relief/Compensation/Settlement should be stated. Complaint should be signed by complainant, in case unable than proper reason should be stated as per policy.

If the aggrieved person is unable to make a complaint in writing, they may contact the IC and IC will help them in writing the complaint,

STEP 2: NON-MONETARY SETTLEMENT

Is it possible to settle or conduct conciliation?

Prior to initiating an inquiry, UKT IC may, at the request of the Complainant, take steps to settle the matter between the Complainant and the Respondent through conciliation, provided that no monetary settlement is made the basis of such conciliation.

What kinds of settlement and procedure?

- 1) It could include an apology from the respondent,terminating the respondent, respondent agreeing to gender sensitization and related training or any other settlement agreement arrived at.
- 2) The settlement so arrived shall be recorded and forward the same to the Organization's Director to take action as specified in the recommendation of the IC.
- 3) The IC will provide copies of the settlement as recorded to the Complainant and the Respondent. Upon a conciliation being reached, the IC would not be required to conduct any further inquiry.

STEP 3: INQUIRY

Subject to the above and in the event of any terms or conditions of the settlement not been complied with by the Respondent, the IC Committee shall conduct an inquiry regarding the Complaint.

How to reply to Complaint?

1. A copy of the statement of the Complainant shall be given to the Respondent within a period of seven working days. If the complaint has been received on email, the IC may either forward or supply a print out the same to the Respondent, with clear instructions that the same is not to beshared with any other employee of UKT or third party.
2. The respondent shall file their response along with requisite documents and witnesses within a period of 7 days from the date of receipt of the complaint.

How will the IC conduct inquiry?

- The IC shall make an inquiry into the Complaint in accordance with the principles of natural justice

- The IC must notify in writing, the time and dates of its meetings to the Organization, the Complainant and the Respondent, not less than five days in advance of any such meeting.
- While conducting the inquiry, the Presiding officer and external member be present.

What are the Powers and Rights of IC during inquiry?

- The IC shall have the powers to summon and enforce the attendance of any person and conduct an examination, request the discovery and production of documents and / or any other matter which may be prescribed and deemed necessary for the inquiry process.
- The IC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the Complaint (i.e. in absence of parties), if the Complainant or Respondent fails, without sufficient cause, to present themselves, for three consecutive hearings convened by the Presiding Officer. Provided that such termination or ex-parte (i.e. in absence of parties) order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

Are parties allowed to appoint lawyers during inquiry?

The Complainant and the Respondent shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the POSH Committee.

However, they may be allowed to bring a colleague for support, at the discretion of the POSH Committee, provided such colleague will not be permitted to interfere directly with the proceedings except to advise each party privately.

How many days to complete the inquiry

1. The inquiry shall be completed within ninety days from the date of receipt of the Complaint.
2. The conclusions of the IC will then be informed to the parties in 10 days in writing following the investigation

Are records of inquiry maintained?

- Minutes shall be taken down to record the proceedings. Same shall be part of the inquiry proceedings. If required by the complainant and respondent the copy of same shall be shared with them.
- These conclusions will recommend action to be carried out by the director and will be intimated to the board.
- A copy of the documentation is maintained for a period of 10 years. What action may be taken during the pendency of inquiry?

During the pendency of an inquiry, on a written request made by the Complainant, the IC may recommend the following actions to be taken:

Grant leave to the aggrieved individual.

Restraint (restrict) the respondent to report to work.

STEP 4: DECISION ON INQUIRY

Within how many days a decision is to be given?

On the completion of an inquiry the IC shall provide a written report of its findings to the Organization within a period of ten days from the date of

completion of the inquiry and such report be made available to the concerned parties.

What disciplinary action taken in case allegation proved?

1. In the event that the IC arrives at the conclusion that the allegation against the respondent has been proved, possible disciplinary action will be in direct proportion to the seriousness of the offence. It could range from: warning/immediate suspension without pay/dismissal.

As per section 13 (3) (ii) of the Sexual Harassment at Workplace Act, 2013 Deduction from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Individual or to their legal heirs. In case the Organization is unable to make deductions from the salary of the Respondent due to his being absent from duty or cessation of employment, it may direct the Respondent to pay such sum to the Complainant.

What if the allegation is not proved?

In the event that the IC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the Organization that no action is required to be taken in the matter.

How to disclose the decision to parties?

The disciplinary action recommended by the IC should be disclosed to the Respondent and the Complainant separately. The IC at all times shall be sensitive to the possibility of the Respondent displaying retaliatory behaviour.

Within how many days action should be taken on a decision? 15

The Organization shall act upon the recommendation given by the IC within sixty days of receipt of the recommendation.

What if Complaint is false?

Disciplinary action will be initiated against the complainant

STEP 5: APPEAL

If an Aggrieved Individual is not satisfied with the inquiry and the decision of the IC, may approach the board of UKT within a period of 60 days.

FUNDAMENTALS OF POSH POLICY

Non-Retaliation (No- Revenge)

UKT will not accept, support or tolerate retaliation in any form against any employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action.

1. Retaliation will be treated as a major misconduct.

2. Retaliation against those reporting Sexual Harassment is prohibited by this policy.

3. Retaliation means and includes any hurtful employment action against an individual/s.
4. Anyone suspecting or experiencing retaliation should report to the appropriate authorities or IC
5. Anyone feeling that a retaliation complaint did not get a prompt response can contact board directly
6. Retaliation cases are treated as seriously as an alleged case of Sexual Harassment even if the original Sexual Harassment Complaint is not proven.

Confidentiality

How to maintain Confidentiality?

The strictest confidentiality needs to be maintained by keeping the process of inquiry and decision brief and quick.

Any attempt by the members of the IC Committee or the witnesses or any other persons involved in the inquiry to discuss or disclose this information to anyone except those directly involved with the Complaint will be treated with disciplinary action and has to pay penalty.

Who needs to sign Non-Disclosure Undertaking?

All the IC Members, director and the board are required to sign a confidentiality and non-disclosure undertaking.

How to ensure confidentiality of parties on documents?

1. The contents of the complaint made the identity and addresses of the Complainant, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the IC and the action

taken on the Respondent shall not be published, communicated or made known to the public, press and media in any manner.

2. If the same is violated, the Organization shall recover a sum of Rupees five thousand as penalty (Section 17 of Sexual Harassment at Workplace Act, 2013 and Rule 12 of the Sexual Harassment Rules, 2013) from such person/s

3. To maintain the confidentiality about the complaint, the director will be keeping the records of the related documents.

4. However, information may be disseminated regarding the justice secured to any victim without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Complainant and witnesses.

5. The names of the parties will not be mentioned in the order sheets. Instead, they will be referred to as Plaintiff, Defendant No.1, etc.

ACTION PLAN TO PREVENT SEXUAL HARASSMENT

The objective of this policy is to be preventive and to facilitate this approach, every employee and concerned stakeholder is required to be associated with definition of appropriate and inappropriate behaviour in following conducts:

Awareness on Appropriate Behaviour

Gender sensitization and other capacity building on a regular basis to all including board and director.

Duties of the Organization

1. Treat sexual harassment as misconduct under the service rules. 2. Encourage respectful and dignified behaviour at workplace. 3. Display at conspicuous places in the workplace, the penalties applicable on sexual harassment.
4. Organize workshops and awareness programs at regular intervals for sensitizing employees with the provisions of this policy.
5. Carry out orientation programmes and seminars for the members of IC and conduct capacity building and skill building programmes for the members of IC. 6. Carry out employees' awareness programmes and create forum for dialogues. 7. Monitor timely submission of report from IC

Duties of the Employees

1. To support/co-operate during any investigation as part of the inquiry process and provide a full and truthful disclosure of relevant information and assist with investigations.
2. It is the duty and in best interest of every Complainant and Respondent to maintain confidentiality of their complaint or any information submitted before the POSH committee during or after inquiry.
3. Be aware of UKT's policies
4. If violation happens, they are liable to pay Rs.5000 as penalty 5. Participate in all awareness sessions
6. Abide by ethical standards set by UKT

Duties of POSH IC

The POSH IC of the Organization shall have the following duties: 19

1. Follow the principles of natural justice and treat the Complainant, Respondent, witnesses and related persons to the inquiry with dignity and respect and give both the Complainant and the Respondent a fair opportunity to make their submissions.
2. Submit to the Organization an annual report comprising details of all cases and actions taken and provide for the following details:
 - a) number of complaints of sexual harassment received in the year; b) number of complaints disposed of during the year;
 - c) number of cases pending for more than ninety days;

d) number of workshops or awareness programmes carried out; e) nature of action taken by the Organization.

Evaluation

The Policy should be evaluated so that any amendments required may be recommended by the POSH IC based on their experience of dealing with Complaints. This exercise may be an annual exercise at the minimum. The Policy will have to be flexible, as each case or complaint may throw up situations that the Policy may not be able to cover.

Approved by: The Board of Trustees

