



Ansec Human Resource Services Ltd

**POLICY FOR PREVENTION OF SEXUAL
HARASSMENT**

2019



CONTENTS

Sr. No.	Description
1	Purpose
2	Scope
3	Applicability
4	Definition
5	Policy Guidelines
6	Grievance Mechanism- Procedure to Register Complaints
7	Complaint Committee
8	Redressal



POLICY FOR PREVENTION OF SEXUAL HARASSMENT

1. PURPOSE:

To create and maintain safe work environment, free from sexual harassment & discrimination of employees based on gender. As per the guidelines of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013"

2. SCOPE:

Company aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused due to the gender or sexual orientation of any employee or by any employee during their tenure with Ansec.

3. APPLICABILITY:

All employees of Ansec deployed at all locations.

4. DEFINITION:

1. **Employee** –Includes person carrying out any work on behalf of Ansec and may have been hired as Permanent, Temporary, Contracted or on Retainership Basis, part-time basis etc either directly or indirectly.
2. **Sexual Harassment** –Harassment of a Female/Male employee consisting of any unwelcome sexually determined behavior, whether directly, indirectly, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons to exploit the sexuality of co-employee to harass him/her in manner which prevents or impairs his/her full utilization of full benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory .

5. POLICY GUIDELINES:

The Company has instituted a Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

Sexual Harassment shall include but not limit to:-

- Physical Contact & Sexual advances
- Demand or request for sexual favors;
- Unsolicited message / approach on social sites / applications
- Sexually- coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.



6. GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS:

A complaint shall be submitted in writing to posh@ansechr.co.in or to any member of the Internal Committee mentioned herein within 3 months of occurrence of an act of Sexual Harassment. If the respondent is direct supervisor of the complainant, or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

7. COMPLAINT COMMITTEE:

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members

	Member	Eligibility
	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

2) Role of the Complaints Committee's

- Review the written complaints and response to complaints
- Review the POSH policy on yearly basis
- Conduct POSH trainings across sites for building awareness amongst the employees
- Investigate and close the complaints relating to sexual harassment
- Filing of returns with the appropriate authorities
- Prepare the report



3) INTERNAL COMMITTEE:

- a. Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal committee consisting of:
 - I. **Presiding Officer**
 - II. 1 Lady Member - Head Of Department
 - III. 1 Lady Member (Manager)
 - IV. 1 Lady Member
 - V. 1 Lady Member (From NGO or Psychologist or lawyer)

- b. Within 3 working days, the Internal committee shall commence Official Internal Enquiry by:
 - I. By informing the said complaint to the respondent.

 - II. By instructing to stop the alleged act of Sexual Harassment immediately
 - III. By informing not to reach out to the complainant directly or indirectly
 - IV. BY asking an immediate explanation from him/her to the same

- c. Within 7 working days from the receipt of original complaint, the designated person shall respond in writing to the complainant informing him/her about the initial steps taken by Ansec in order to stop the alleged act(s)

- d. Within 10 days from receipt of the original complaint, the Internal committee shall record and accordingly communicate in writing to the complainant and the Respondent, its prima facie findings, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact finding, truth verification and counseling sessions with persons involved in alleged act(s)

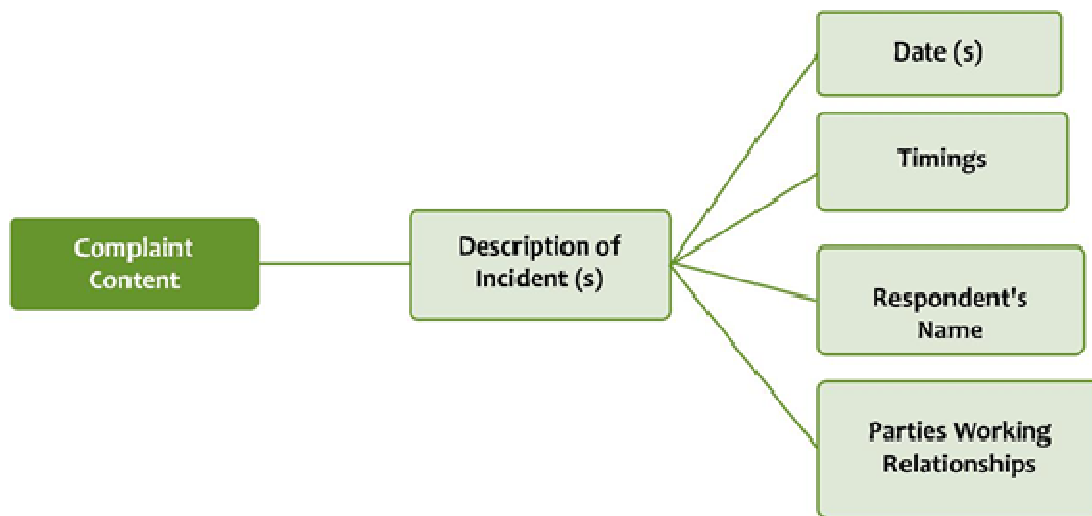
- e. A complaint will be closed no later than one month from receipt of original complaint by recording the decisions of the internal committee, accordingly informing to the complainant and the Respondent of the same.

- f. The complainant will have the rights to approach the Police or Judicial authority incase she / he is not satisfied with the judgment of the ICC

8. REDRESSAL:

COMPLAINT CONTAIN

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason



1. An amicable resolution of the complaint is possible only with the written consent of the complainant.
2. Within 24 hours of closing the case file, the internal committee shall present the same to and inform its decision to the Managing Director.
3. In case of decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offence etc and the impact of the offence on the company profile as a whole
4. The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender



5. The disciplinary action that shall be commensurate with the nature of the gravity of the offence, shall include but not limited to,
- a. Warning
 - b. Written apology from offender,
 - c. Bond of good behavior
 - d. Transfer
 - e. Debarring from supervisory duties
 - f. Denial of employee benefits like increments/promotion/salary correction etc.
 - g. Cancellation of specific work Assignment
 - h. Suspension
 - i. Dismissal

Annual report summarizing complaints and Redressal of Sexual harassment shall be prepared by designated person. The said report as well as all documents regarding Sexual Harassment complaints shall be in the custody of designated person and will be termed as 'Strictly Confidential'.