



SAKSHAM TRUST
“Limiting Limitations”

Policy on Prevention of Sexual Harassment of Women at Workplace
(POSH Policy)

Effective Period: April 2026 – March 2027

 **Registered Office:**

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New Delhi – 110060

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1. Preamble

Saksham Trust is committed to providing a workplace that ensures dignity, equality, and safety for all women employees, including interns, volunteers, and visitors. We maintain a **zero-tolerance approach** towards sexual harassment. This policy has been framed in line with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013** (“the Act”) to provide a clear framework for prevention, prohibition, and redressal of sexual harassment.

2. Legal Framework

This policy is based on the provisions of:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.
 - The Sexual Harassment of Women at Workplace Rules, 2013.
 - Applicable guidelines laid down by the Supreme Court of India (Vishaka Guidelines).
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3. Objectives

- To create a safe, secure, and respectful workplace environment.
 - To define sexual harassment and provide examples for better awareness.
 - To establish a robust mechanism for reporting, investigating, and addressing complaints.
 - To ensure protection against victimization or retaliation.
 - To promote awareness and sensitization on gender equality and respect.
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4. Scope & Applicability

This policy applies to:

- All women employees of Saksham Trust, including full-time, part-time, trainees, probationers, interns, contractual staff, volunteers, and consultants.

- All offices, partner premises, events, field visits, and outreach programs of Saksham Trust.
 - Any work-related situations beyond office premises, including travel, digital spaces, and training programs.
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5. Definition of Sexual Harassment

As per the Act, *sexual harassment* includes one or more of the following unwelcome acts or behavior (directly or by implication):

- Physical contact and advances.
 - Demand or request for sexual favors.
 - Sexually colored remarks.
 - Showing pornography or sexually explicit material.
 - Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
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6. Forms of Sexual Harassment

Examples include (but are not limited to):

- **Physical:** Inappropriate touching, hugging, or physical advances.
 - **Verbal:** Sexist jokes, inappropriate comments, or sexually colored remarks.
 - **Non-Verbal:** Staring, leering, displaying offensive pictures, or gestures.
 - **Online:** Sending explicit messages, emails, or images through digital platforms.
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7. Internal Complaints Committee (ICC)

Composition (as per Section 4 of the Act):

1. **Presiding Officer** - A senior woman employee.
2. **At least 2 Employee Members** - Preferably with experience in social work, women's rights, or legal awareness.

3. **One External Member** - From an NGO, social worker, or legal background.

Proposed ICC Members - Saksham Trust (2024-25):

Role	Name	Designation	Contact
Presiding Officer	Arti Chanana	Senior Woman Employee	arti@saksham.org +91 99997 05567
Member	Arihant Jain	HR/Admin Representative	arihant@saksham.org +91 99997 16477
Member	Rajive Raturi	Program Staff Representative	rajiveraturi@gmail.com +91 98186 28760
External Member	Dr Piyush Chanana (IIT Delhi)	NGO/Legal Expert	piyush.chanana@gmail.com +91 99997 05549

ICC Email: info@saksham.org | Helpline: **011 - 42411015**

8. Roles & Responsibilities

- **ICC**
 - Receive and register complaints.
 - Conduct impartial inquiries.
 - Recommend actions to management.
 - Maintain records and submit annual reports.
- **Management**
 - Provide necessary support and resources.
 - Implement recommended actions.
 - Promote awareness and training.

- - **Employees**
 - Maintain respectful conduct.
 - Report incidents promptly.
 - Support colleagues in distress.
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9. Complaint Procedure

- Complaints must be filed in writing within **3 months** of the incident (extendable by ICC up to 6 months).
 - Complaints may be submitted:
 - Directly to the ICC Presiding Officer.
 - Via email: posh@saksham.org.
 - Through the helpline number.
 - Assistance will be provided to complainants who cannot file written complaints themselves.
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10. Inquiry & Redressal Process

- ICC will initiate inquiry within **7 days** of complaint receipt.
 - Both parties will be given equal opportunity to present evidence and witnesses.
 - Inquiry must be completed within **90 days**.
 - ICC will submit its report to management within **10 days** of completion.
 - Management must implement recommendations within **60 days**.
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11. Interim Relief Measures

During the inquiry, ICC may recommend:

- Transfer of complainant or respondent.

- Grant of leave to complainant (up to 3 months).
 - Restriction on contact between complainant and respondent.
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12. Disciplinary Action & Consequences

Depending on severity, disciplinary action may include:

- Written apology.
 - Warning or reprimand.
 - Withholding promotion or increment.
 - Suspension.
 - Termination of employment.
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13. Confidentiality

- All details of complaints, inquiries, and outcomes will remain strictly confidential.
 - Breach of confidentiality will attract disciplinary action.
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14. Protection Against Retaliation

- No victimization, intimidation, or retaliation against complainants, witnesses, or ICC members will be tolerated.
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15. False Complaints

- Malicious or deliberately false complaints will attract disciplinary action.
 - Genuine complaints made in good faith, even if not proven, will not invite punishment.
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16. Awareness, Training & Communication

- Regular POSH awareness workshops will be conducted.

- New employees will be sensitized at the time of joining.
 - Policy will be circulated to all staff and displayed at visible locations.
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17. Display of Policy & Legal Provisions

As per the Act, this policy and details of ICC will be displayed on:

- Office notice boards.
 - Organization website.
 - Orientation materials for new staff.
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18. Policy Review & Amendments

This policy will be reviewed annually by the ICC and management and updated as required.

19. Contact Information

Internal Complaints Committee Saksham (ICC)

Email: info@saksham.org

Helpline: 011 - 42411015

Address: Saksham Trust, 486, Double Storey, New Rajinder Nagar, New Delhi – 110060