

PREVENTION OF SEXUAL HARRASSMENT (POSH) AT WORKPLACE POLICY

1. Policy Statement

BLESS NGO is committed to creating and maintaining a workplace free of sexual harassment. Every employee, volunteer, intern, and partner is entitled to a safe and respectful environment. We strictly prohibit sexual harassment in any form and will take immediate action on complaints.

2. Applicability

This policy applies to:

- All employees (permanent/temporary/contractual)
- Volunteers, interns, consultants
- Visitors, beneficiaries, and stakeholders while interacting with BLESS NGO

It covers incidents that occur:

- At office premises, field sites, training locations
- During travel, meetings, or events related to BLESS NGO work

3. Definition of Sexual Harassment

Sexual harassment includes any unwelcome conduct, whether physical, verbal, or non-verbal, such as:

- Physical contact or advances
- Demand/request for sexual favours
- Sexually coloured remarks, jokes, or comments
- Showing pornographic/obscene material
- Stalking, messaging, or repeated unwelcome calls
- Creating a hostile or unsafe work environment

4. Internal Committee (IC)

BLESS NGO has constituted an **Internal Committee** in accordance with the POSH Act, 2013.

Role	Name	Designation	Contact
Presiding Officer (Woman)	Mrs. Kayalvizhi	Senior Woman Staff	8754101360
Member	Dr. Uma Devi	Staff Member	9843490339
Member	Sr. Jerebin Vinnarasi	Staff Member	9994691465
External Member	Mrs. Durga	NGO Representative	9994249946

5. Complaint Procedure

- Any aggrieved woman can file a written complaint to the IC within **3 months** of the incident.
- If unable to write, assistance will be provided.
- Complaints may be submitted via email, letter, or written form.

6. Inquiry Process

- IC acknowledges receipt of complaint.
- Both complainant and respondent are heard.
- Inquiry is completed within **90 days**.
- Report and recommendations are submitted to management.
- Management acts within **60 days**.

7. Possible Actions

- Warning or written apology
- Suspension or termination
- Mandatory counselling/training
- Any other disciplinary action as deemed appropriate

8. Confidentiality

All complaints, witnesses, and proceedings are kept **strictly confidential**.

9. Awareness & Training

- Annual POSH awareness training
- Policy displayed in all offices
- Induction sessions for new staff/volunteers

10. Malicious Complaints

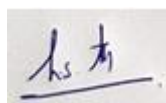
False or malicious complaints will invite disciplinary action, without discouraging genuine complainants.

11. Review of Policy

Reviewed annually by the Internal Committee and approved by management.

Effective From: 11th October, 2025

This POSH Policy above was agreed by the Governing body



L.S. Anthony Samy,
Executive Secretary