



## **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.

<b>Role</b>	<b>Name</b>	<b>Designation</b>	<b>Contact</b>
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:** 11<sup>th</sup> October, 2025

This POSH Policy above was agreed by the Governing body



L.S.Anthony Samy,

Executive Secretary