



**POLICY ON PREVENTION OF  
SEXUAL HARASSMENT AT  
WORKPLACE**



**RULES to provide the persons  
employed in SMS, protection  
against sexual harassment SMS**



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## **POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

### **APPLICABLE FROM MARCH 2017**

Short title and Commencement:

- a. These Rules may be called the Shramajivi Mahila Samity Policy on Prevention of Sexual
- b. Harassment at Workplace, 2017.

This Policy was approved by the Governing Board on 31<sup>st</sup> March 2017 and comes into force with immediate effect. It is the responsibility of all those employed in the organization to comply with this policy.

Supersession of Section 19 of the Handbook of Personnel Systems and General Service Rules:

SMS as an employer is committed to creating a healthy and safe work environment for its employees to enable them to deliver their best without fear of prejudice, gender bias and sexual harassment. Therefore in order to deal with sexual harassment at workplace it had in place a policy to prevent/prohibit and redress any incident of sexual harassment and to enforce strong disciplinary action in case of any such occurrence as provided in the Section 19 of its Personnel Systems and General Service Rule. This revised policy incorporates the provisions in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and will supersede Section 19 of the Handbook of Personnel Systems and General Service Rules.

### **Objectives:**

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The primary objective is to supplement the existing Human Resource (HR) policies of SMS so that each member, primarily the women employees in the organization are motivated by the fact that they are secured while working for and with the organization which will lead to a better productive workforce. The objective is to capitalize on the human capital of the organization and therefore HR policies require continuous assimilation of the present rules governing the protection of the women from sexual harassment at the work place leading to substantiation of the existing policies. To equip the HR function, and to take quick decisions

keeping in view the enhanced employees' understanding of the organizational policies and procedures, a sound and well-defined policy with regard to protection of women from sexual harassment in the work place is imperative and hence the present Rules were brought into being. SMS has its Head Office (HO) in Jamshedpur and its operations are organized in different working blocks and districts. The present rules shall be applicable for the HO and the working area and shall be applicable on all persons employed by SMS for any work on regular, temporary, ad hoc or daily wage basis.

To uphold Women's Right to Protection against Sexual Harassment and the Right to Livelihood.

To evolve a permanent mechanism for the prevention, prohibition, deterrence and redressal of all forms of sexual harassment of women within the jurisdiction and/or workplace of SMS.

To uphold the commitments of SMS as an Organization to provide to all its employees, an environment free from all kinds of discrimination and violence against women in the work place.

Towards achieving these objectives, the SMS Policy on Prevention of Sexual Harassment at Workplace, 2017 shall contain the rules, guidelines, processes and templates governing the functioning of the Internal Complaints Committees at all levels in the organization. There will be periodic changes and revisions to these policies herein below, if required, in order to further improve the working environment if found necessary in future. All such changes and amendments shall be made part and parcel of the present policies and will be communicated to all employees in a manner so that it is known to every person working for and with SMS. All other applicable Personnel Systems and General Service Rules including but not limited to disciplinary rule will continue to operate along with the present Rules.

Applicability:

These rules shall apply to all the employees of SMS including the contract worker, probationer, trainee, and apprentice or called by any other such name.

Definition:

In these Rules, unless the context otherwise requires-

(i) "The Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and

## **POSH POLICY**

### **Policy for prevention, Prohibition and Redressal of Sexual Harassment.**

Shramajivi Mahila Samity is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The CSO also believes that all employees of the organisation have the right to be treated with dignity. Sexual harassment at the work place or other than work place, if involving employees, is a grave offence and is, therefore, punishable. This policy has been framed to meet the requirement of sexual Harassment of women at workplace (for prevention, Prohibition and Redressal) Act, 2013.

This policy applies to all employees, contract workmen, trainees, apprentices, consultant etc. Sexual harassment includes any such sexually coloured remarks or behavior either explicitly or implicitly. It includes.

- i) Any such physical contact or unwelcome sexual advances.
- ii) A request or Demand for sexual favours.
- iii) Showing pornography, molestation or stalking.
- iv) Any other physical, verbal or non-verbal conduct of sexual nature.
- v) Eve teasing, innuendos and taunts, intruding upon privacy.
- vi) Act or conduct by a person in authority which creates the environment at the workplace hostile or intimidating to a person belonging to the other sex.

This policy is made to ensure that sexual harassment is not tolerated. All have the right to be treated with respect and dignity.

The details of this policy are available for reference in the administration manual of the CSO. Internal Complaints Committee have been formed in the CSO address any issues within the scope of this policy.

Purabi Paul  
Secretary

Smt Anjali Bose  
President

**Internal Complaint Committee**  
**Shramajivi Mahila Samity**

