

SEXUAL HARASSMENT POLICY

SMFL14-C005

It is a core principal of Samasta to ensure gender equality and justice through all of Samasta interventions and practices.

This policy shall extend to all staff: "Staff" shall mean any person employed by Samasta whether full time, temporary, contract, casual or trainees.

"Sexual Harassment" includes any unwelcome sexually determined behaviour (whether direct or by implication) such as:

- i. Physical contact and advances either physical and non-physical
 - ii. A demand or request for sexual favours
 - iii. Sexually coloured remarks
 - iv. Showing pornography
 - v. Creating a hostile work environment
 - vi. Any other unwelcome "sexually determined behaviour" be it physical, verbal or non-verbal conduct of a sexual nature
1. If any staff at Samasta believes he/she has been subjected to sexual harassment, such person shall file a complaint with HRD. This may be done in writing or orally, it is always preferable to have complaint in writing or by e-mail.
 2. A complaint may be filed by contacting any member of HRD; they will also be available to discuss any concerns staff may have and to provide information about Samasta's policy on sexual harassment and the complaint process.
 3. Informal way of dealing with complaints of Sexual Harassment
 - a. Mediation between the parties involved and by providing advice and counselling on a strictly confidential basis. Though less stringent than formal procedures will be conducted in full spirit of this policy.
 - b. The case will be taken up for investigation at an informal level by Enquiry Committee in a confidential manner. The alleged offender will be approached with the intention of resolving the matter in confidential manner.
 - c. If the incident or the case reported does constitute sexual harassment of a higher degree the member will suggest taking it up for disciplinary action or with the agreement of the complainant, the case can be taken as formal complaint.
 - d. The choice whether to deal with the complaint in informal/formal mechanism should depend entirely on the complainant.
 4. The Enquiry Committee will meet within 48hrs of receiving the complaint. The investigation into a complaint will be conducted in such a manner to maintain confidentiality by the Enquiry Committee and submit report to management within 1 week.
 5. The final decision will be taken as per the reports within 2 weeks.
 6. In case of exceptional circumstances, the time limit for investigation may be extended.

For complaints contact Sexual Harassment Redressal Cell : shrcell@samasta.co.in, Ph: 080- 42913532