



CENTRE FOR SOCIAL RESEARCH

Sexual Harassment at the Workplace Policy

1. Purpose:

The objective of this policy is to provide female employees of Centre for Social Research (**'Employee'**) protection against sexual harassment at the **'Workplace'** and for prevention and redressal of complaints of sexual harassment.

2. Commencement:

The policy comes in effect from 1 June 2014.

3. Scope:

CSR has a Zero-Tolerance policy towards Sexual Harassment at the workplace. Sexual harassment is strictly prohibited and in cases where it has occurred the organisation shall take the necessary steps against the perpetrator; irrespective of the person's status.

This policy covers all the Employees of Centre for Social Research at all locations.

4. Definitions:

4.1 Sexual Harassment Includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -

- physical contact and advances; or
- a demand or request for sexual favours; or
- making sexually coloured remarks; or
- showing pornography; or
- any other unwelcome physical, verbal or non verbal conduct of sexual nature.

4.2 Workplace under this policy also covers places visited by an Employee during the course of employment or for reasons arising out of employment, including accommodation provided by Company and Company provided transportation for the purpose of commuting (whenever availed) to and from the place of employment.

4.3 The Complainant means any female employer, intern, volunteer or trainee who has experienced harassment in the workplace.

4.4 The Perpetrator can be any man who commits an act of harassment against a woman while she is carrying out her work duties. This includes third parties such as clients and customers or others who might visit the organisation.

4.5 ICC means internal complaints committee of the Company.

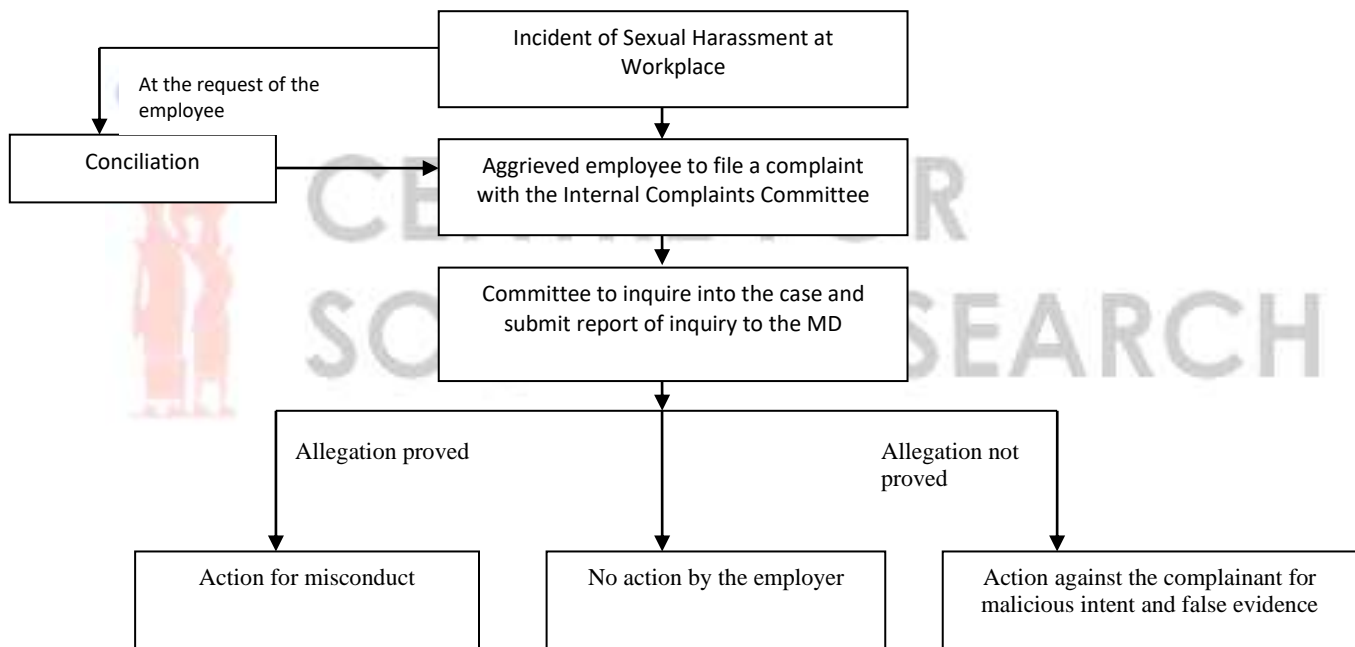
5. Coverage of the policy:

The policy covers all female full-time and Part-time employees, temporary and casual staff, trainees and probationers, volunteers and interns or any other person (female) employed at a Workplace of the Company.

6. Procedure:

- In event of any untoward incident, the aggrieved Employee, should, in writing by e-mail or by a letter, file a complaint with the ICC.
- The written complaint has to be filed by the Employee to all or any member of ICC or to any member of the Human Resources team within 90 days of the date of the incident.
- The inquiry has to be completed within 90 days of filing the complaint
- The inquiry report has to be issued within 10 days from the date of completion of inquiry. Employer to take action on the recommendations of the ICC within 60 days of the date of receipt of inquiry report.

6.1 The grievance redressal process is as follows:



6.2 Action taken when an allegation is proved

In case the respondent is proved guilty then the committee will recommend the employer or the district officer to impose the following penalties:

- To take action against the respondent in accordance to the service rules
- To deduct the sum prescribed from the salary or wages of the respondent and is to be paid to the aggrieved woman or her legal heir; as the case may be.

And the employer or the district officer shall act upon these recommendations within sixty days of its receipt by him.

6.3 Action taken when an allegation is not proved

In case the allegation against the respondent has not been proved, the committee shall recommend to the employer and the district officer that no action is required to be taken in the matter.

6.4 Action taken when an allegation is found to be false

To prevent misuse of this policy stringent action which may even mount to termination of services will be taken against an employee who makes false complaints, produces forged or misleading document or tampers with evidence under this policy.

7. The Internal Complaints Committee

The members of the Internal Complaints Committee of the CSR are as follows:

Name	Designation	Phone Number	Email ID
Dr. Ranjana Kumari	President	981005464	ranjanakumari@hotmail.com
Mr. K.K. Balakrishnan	Member 1	26899998	balakrishnan@csrindia.org
Dr. Manasi Mishra	Member 2	8800324129	manasi@csrindia.org
External Person	Member 3		

4. Monitoring of the Scheme:

The Head of Administration will act as a facilitator of the process.

5. Amendments:

This policy will be amended at appropriate time, as per the directions of Indian Labour Laws.

In case of contravention of any of the provisions of this policy with that of the 'The Sexual Harassment of Women At Workplace (Prevention, Prohibition And Redressal) Act 2013' or the 'Act', the provisions of the Act shall prevail.