



**Rudransh Education & Welfare Foundation**

**Anti-Sexual Harassment & POSH Policy**  
***(With Internal Committee & Legal Authority)***  
**Rudransh Education & Welfare Foundation**

---

### **1. Purpose**

Rudransh Education & Welfare Foundation is committed to providing a safe, secure, and dignified workplace free from sexual harassment. This policy is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its Rules.

The Foundation follows a zero-tolerance approach towards sexual harassment at the workplace.

---

### **2. Scope & Applicability**

This policy applies to:

- Trustees, Core Team members, employees
- Consultants, interns, volunteers
- Visitors, vendors, partners
- Workplace includes office premises, field locations, trainings, meetings, travel, events, and virtual platforms

---

### **3. Definition of Sexual Harassment**



## **Rudransh Education & Welfare Foundation**

**Sexual harassment includes, but is not limited to:**

- **Physical contact or advances**
  - **Demand or request for sexual favors**
  - **Sexually colored remarks**
  - **Showing pornography**
  - **Any unwelcome verbal, non-verbal, or physical conduct of sexual nature**
- 

### **4. Internal Complaints Committee (ICC)**

**To address complaints effectively, the Foundation shall constitute an Internal Complaints Committee (ICC) as per law.**

#### **Composition of ICC**

- **Presiding Officer: Senior woman employee**
- **Two Members: From staff committed to women's rights / social work**
- **External Member: From NGO / legal background familiar with POSH laws**

**At least 50% of ICC members shall be women.**

---

### **5. Powers & Authority of ICC**

**The ICC shall have the authority to:**



## **Rudransh Education & Welfare Foundation**

- **Receive and acknowledge complaints**
- **Conduct fair, confidential, and impartial inquiries**
- **Summon individuals and examine evidence**
- **Recommend interim relief and corrective actions**
- **Submit inquiry reports to management**

**The ICC shall function independently and without influence.**

---

### **6. Complaint Redressal Procedure**

- **Complaint must be submitted in writing within 3 months of the incident**
  - **Assistance will be provided if the complainant is unable to write**
  - **Inquiry to be completed within 90 days**
  - **Final recommendations submitted within 10 days of inquiry completion**
- 

### **7. Interim Relief Measures**

**During inquiry, ICC may recommend:**

- **Transfer of respondent or complainant**
- **Leave for complainant (up to 3 months)**
- **Temporary workplace adjustments**



## **Rudransh Education & Welfare Foundation**

---

### **8. Disciplinary & Legal Action**

**Based on ICC findings, the Foundation may initiate:**

- **Written warning or reprimand**
- **Suspension or termination of employment**
- **Withholding promotion or benefits**
- **Mandatory counseling or training**

#### **Legal Action**

**If the act constitutes a criminal offence:**

- **The Foundation shall assist the aggrieved woman in filing a complaint with the appropriate legal authorities / police**
  - **Cooperation will be provided during legal proceedings**
- 

### **9. False or Malicious Complaints**

**If a complaint is found to be malicious or intentionally false, appropriate disciplinary action may be taken, after due inquiry, without discouraging genuine complaints.**

---

### **10. Confidentiality**

**Strict confidentiality shall be maintained regarding:**

- **Identity of complainant, respondent, and witnesses**



## **Rudransh Education & Welfare Foundation**

- Details of inquiry and proceedings

**Any breach of confidentiality shall attract disciplinary action.**

---

### **11. Awareness & Capacity Building**

**The Foundation shall:**

- Conduct POSH awareness sessions
  - Display POSH policy at workplace and website
  - Ensure periodic training of ICC members
- 

### **12. Approval & Review**

**This policy is approved by the Board of Trustees and shall be reviewed periodically to ensure legal compliance and effectiveness.**