

## **Policies on Prevention, Prohibition and Redressal of Sexual harassment at workplace**

MSSRF is committed to provide safe work environment to all genders, irrespective of age, colour, caste etc. and does not support or take part in any form of sexual exploitative or abusive activities, including, child pornography or trafficking of human beings.

MSSRF has designed the policy and process in line with statutory requirement and is guided by Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) (SHWW) Act, 2013 and guidelines of Prevention of Sexual Exploitation and Abuse (PSEA)

**Objective:** The objective of this policy is to prevent, prohibit and redressal against sexual harassment to any employee, vendors, suppliers, consultants, trainees, visitors, students, community workers etc.

**Applicability:** This policy is applicable to all employees who are on rolls or on contract, trainees, interns, suppliers or vendors, consultants, visitors, students, community workers etc. The policy covers sexual harassment of all genders and age. This is a zero tolerance policy irrespective of who is involved.

### **Acronyms:**

**ICC:** Internal Complaints Committee

**ED:** Executive Director

### **Definitions:**

**Complainant:** Aggrieved person

**Respondent:** Against whom the Complaint is given

**Employee:** Individuals either on permanent rolls of MSSRF or on contract.

**Features:**

**I. All employees in the Foundation must be aware of the following:**

**a) Sexual harassment:**

It includes any one or more of the following unwelcome acts or behaviour (whether directly or indirectly) namely:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography or offensive pictures or written materials; or
- Verbal – unpleasant or suggestive remarks, personal comments, jokes causing embarrassment, innuendos and taunts, sexist remarks (gender based insults) and offensive telephone calls/messages
- Implied or explicit promise of preferential treatment in his/her employment; or
- Implied or explicit threat of detrimental treatment in his/her employment; or
- Implied or explicit threat about his/her present or future employment status; or
- Interference with his/her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect his/her health or safety
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Forcing a person to engage in sex work or pornography

**b) Workplace includes:**

- Within the premises of the office/sites/laboratories/green houses
- Any place visited by the employee whether on roll or on contract, trainees, interns arising out of or during the course of the employment
- Transportation provided by the Foundation or during travel whether in the own vehicle or of others or hired
- Guest house/hotel where an employee whether on rolls or on contract, trainees and interns is staying while on duty

**c) Duty:**

- An employee is considered to be on duty not only during the defined duty hours but also while travelling on work, attending workshops/meetings/ seminars etc. conducted or is representing representative MSSRF (this may be referred as Off duty)

**d) Training:**

- It is mandatory that all employees must be made aware of the policy and process
- The training module must include what constitutes sexual harassment, workplace, redressal process.
- The above policy and process is included in the annual training plan

**II. Internal Complaints Committee:** The Internal Complaints Committee (ICC) is constituted to consider and redress complaints related to sexual harassment. The Constitution of ICC is as per the Act and includes external member from NGO or person familiar with the issues relating to sexual harassment.

- a) A senior female employee from the Foundation
- b) At least two members from amongst the employees who are committed to the cause of the women or the person familiar with issues relating to sexual harassment
- c) One-half of the total members must be women
- d) One women member from the NGO/Association who would be paid an honorarium to attend the enquiries of the Internal Complaints Committee

**Nomination:** The Executive Director nominates the Presiding Officer and the members of ICC.

**Term of Office:** The Presiding Officer and every member of the Internal Complaints Committee will hold the office for a period not exceeding three years from the date of the nomination.

The ICC is governed by the rules of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Ministry of Women & Child Development notification dated 9<sup>th</sup> December 2013 or any other legislation, rules or notifications as may be enacted later on or guided by Prevention of Sexual Exploitation and Abuse (PSEA)

### **III. Redressal of Complaints:**

- The Internal Complaints Committee (ICC) in the Foundation is responsible for attending the complaints on cases of Sexual Harassment. The names and their contact details of the members of the ICC are available on the intranet and displayed in notice boards.
- Any individual who is applicable under the policy and feels is being sexually harassed may submit a complaint of the alleged incident to the ICC within 15 days from the date of the incident of sexual harassment. The complaint needs to be signed by the complainant and submitted to Human Resources (HR) Head and the Programme Area Head. However, if the Programme Area Head or HR is involved then to the Executive Director. If the Executive Director is involved, then it may be submitted to the Chairperson. All such cases are then forwarded to ICC for inquiry.
- If the complainant is unable to make a complaint in writing, he/she should intimate the ICC and the ICC would render all reasonable assistance to the complainant for making the complaint in writing.
- Though it is desirable that the complaint is given within 15 days, however, there may be situations, where the complainant may not be able to file the complaint within the specified time due to compelling circumstances, in such cases, the time of giving complaint may be extended up to three months.
- Where the Complainant is unable to give the complaint on account of his/her physical or mental incapacity the legal heir or such other person related to the complainant may make a written complaint on her/his behalf to the ICC.
- The Committee maintains a register to endorse the complaint received by it and keeps the contents confidential, if it is so desired, except to use the same for discreet investigation.
- ICC holds a meeting with the complainant after receipt of the complaint. The complainant will be formally intimated of the date of the meeting.
- If the complaint does not fall under the purview of sexual harassment or the complaint is not an offence under the sexual harassment, the same is to be dealt under the disciplinary procedure of the Foundation. The investigation of such complaints is not under the purview of ICC.

#### **IV. Conciliation:**

- The Complainant may be given an opportunity to settle the matter with the respondent through conciliation, provided monetary settlement is not the basis of conciliation.
- The settlement that is arrived at must be recorded and the copy of it be given to the Complainant and the respondent.
- The Complainant may approach the ICC if the terms of settlement are not honoured. The Committee can then decide to go ahead with the enquiry.
- If the settlement is not arrived during this conciliation process, then ICC starts the process of enquiry

#### **V. Inquiry:**

- During the enquiry both parties will be given an opportunity to represent. The copies of the findings will be given to both the parties so that they can represent the committee against the findings.
- The ICC conducts the inquiry within seven days of the receipt of the complaint.
- During the pendency of the inquiry, depending on the severity of the case, ICC may request the Management for the following during the course of inquiry:
  - Transfer the complainant or the respondent to any other office, if possible, or
  - Grant leave to the complainant up to a period of three months; The leave granted to the complainant under this section is over and above the leave that is due to him/her.
- During the inquiry the Complainant or the Respondent may produce witnesses or documents. In such cases, the names of the witnesses and the documents to be produced are to be given to the ICC in writing. However, if there are fresh evidences to be produced the complainant or the respondent can make such requests.

#### **VI. Report submission and action taken:**

- ICC submits the report to Executive Director within ten days of the completion of the inquiry
- The copy of the report is given to the Complainant and the Respondent.

- If the allegation is proved in the conciliation stage, the respondent may also be directed by the Executive Director on the recommendation of ICC to make monetary payment to the complainant. The following factors may be taken into account while the Respondent is directed to pay the complainant:
  - Mental trauma, pain, suffering and emotional distress caused to the Complainant;
  - Loss in the career opportunity due to sexual harassment;
  - The income and financial state of the respondent;
  - Medical expenses incurred by the victim for physical or psychiatric treatment;
  - Feasibility of such payment in lump sum or in instalments
- If the allegation is proved in the inquiry stage, action will be taken against the Respondent as per the Standards of Conduct;
  - A letter of warning that will be placed in the personal file of the respondent
  - Stop the increment with or without cumulative effect
  - Reduction in rank.
  - Termination/dismissal from the services of the Company.
  - Any other action that the Disciplinary Authority may deem fit.
- During the inquiry if it is found that the allegation against the respondent is malicious or if the complainant or any other person makes such complaint knowing it to be false or produces any forged or misleading document, action will be taken against them as per the Standards of Conduct.
- However, if the Complainant is unable to substantiate a complaint or provide adequate proof, no action will be taken.
- During the inquiry, if it is proved that the witness/witnesses have given false evidence or produced any forged documents, action will be taken against them in accordance with the Standards of Conduct.
- The proceedings, conciliation or the action taken etc. is to be not made public or published and the names or addresses will not be disclosed. If required, the information may be disseminated to secure justice, without disclosing the name, address, identity or any other particulars, which may lead to the identification of the aggrieved woman and witnesses.

- If the person who is entrusted with the duty to handle or deal with the complaint, inquiry or any recommendation or action, which has to be taken, does not comply with the above mentioned clauses action to be taken as per the Standards of Conduct.

#### **Support provided by the Management to the Complainant:**

- Provide a safe working environment to all genders at workplace which includes employees, visitors, clients or any other internal or external individuals
- Provide assistance to the complainant if he/she chooses to file a complaint in relation to the offence under the Indian Penal Code.
- Assist the complainant to initiate action under the Indian Penal code against the perpetrator who is not an employee in the workplace where the sexual harassment has taken place.
- Treat sexual harassment as a misconduct under the Standards of Conduct

#### **Feedback taken from the Complainant ,witness and the Respondent**

- After the enquiry , Human Resources, takes feedback from the Complainant to ensure that that he/she there is no retaliation against her and that she is safe
- The Foundation ensures that the respondent and the witnesses are not harassed and there is no retaliation
- The Foundation ensures that confidentiality is maintained and no information is divulged about the complainant, witnesses and the respondent

#### **Responsibilities:**

##### **Employee:**

- Participate in the POSH & PSEA programme
- Seek clarification on POSH & PSEA including what constitutes Sexual Harassment
- Understand the process of giving complaint
- Support the fellow employee if he/she is sexually harassed
- Acknowledgement that the policy is understood

**Management:**

- Organise awareness and refresher course on POSH & PSEA
- Make it mandatory for employees to attend the programme
- Clarify doubts on POSH & PSEA
- Address employees' concern on POSH & PSEA
- Support employees if they are sexually harassed
- Communicate to all stakeholders , including vendors that POSH & PSEA is a zero tolerant policy

**Human Resources:**

- Organise Awareness and refresher programmes on POSH & PSEA
- Display the policy in the Notice board and intranet
- Acknowledgement from all employees that they have understood the POSH & PSEA Policy
- File acknowledgement from employees in their personal file

**Programme /Project /Location Heads:**

- Include POSH/PSEA training as a part of induction when a new personnel is taken for projects or joins as an employee
- All interns /students/ community workers who are involved in any capacity must be made aware of the policy and the redressal process if there is an incident of sexual harassment

**Channels of Communication of the policy:**

- Awareness training
- Refresher training
- Discussion in monthly meetings
- Posters
- Details of ICC members put on notice board

## **Process on Prevention, Prohibition and Redressal of Sexual harassment at workplace**

The process is implemented as per the Policy on Prevention of Sexual Harassment at work place covers and covers all both the genders.

**Objective:** To implement the policy across the Foundation.

**Applicability:** For implementation of the policy Human Resources, Executive Director, Management team, including Programme /Location Heads are responsible.

### **Acronyms:**

**ICC:** Internal Complaints Committee

**ED:** Executive Director

**NGO:** Non-Governmental Foundation

### **Definitions:**

**Complainant:** Aggrieved person

**Respondent:** Against whom the Complaint is given

**Employee:** Individuals either on permanent rolls of MSSRF or on contract

### **Features:**

#### **I. Constitution of the Internal Complaints Committee (ICC):**

The Internal complaints committee is constituted by the Executive Director

The Internal Complaints Committee consists of following members:

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Email ID</b>
1	Dr R Rengalakshmi	Presiding Officer	<a href="mailto:rengalakshmi@mssrf.res.in">rengalakshmi@mssrf.res.in</a>
2	Ms S Lakshmi Priya	Member cum Secretary	<a href="mailto:priya@mssrf.res.in">priya@mssrf.res.in</a>
3	Dr E D Israel Oliver King	Member	<a href="mailto:oliverking@mssrf.res.in">oliverking@mssrf.res.in</a>
4	Dr V Shakeela	Member	<a href="mailto:shakeela@mssrf.res.in">shakeela@mssrf.res.in</a>
5	Ms Geetha Ramaseshan	Independent Member and Lawyer	<a href="mailto:geetaramaseshan@gmail.com">geetaramaseshan@gmail.com</a>

The list of ICC members with their contact information is available at all notice boards and intranet.

**II. Conduct awareness programmes on POSH & PSEA policy to make all employees aware of the following:**

- a) What constitutes Sexual Harassment
- b) What constitutes Workplace
- c) What is meant by On-duty hours & Off duty hours
- d) Process of giving complaints
- e) Foundation's support to the individual when there is a complaint
- f) Responsibilities of Management, Human Resources, employee, etc.

Human Resource is responsible for the above initiative. A quarterly report is submitted on the status to Executive Director.

**III. Redressal of Complaints:**

- The ICC in the Foundation is responsible for attending to all cases of Sexual Harassment. The names and their contact details are available on the notice boards and intranet. This is updated by HR whenever there is change in members or the contact details.
- Any individual who is applicable under the policy and is sexually harassed may submit a complaint of the alleged incident to the ICC within 15 days from the date of the incident of sexual harassment. The complaint needs to be signed by the complainant and submitted to HR Head and the Programme Area Head. However, if the Programme Area Head or HR is involved then to the Executive Director. If the Executive Director is involved then it may be submitted to the Chairperson. All such cases are then forwarded to ICC for inquiry.
- If the complainant is unable to make a complaint in writing, he/she should intimate the ICC and the ICC would render all reasonable assistance to the complainant for making the complaint in writing.
- Though it is desirable that the complaint is given within 15 days, however, there may be situations, where the complainant may not be able to file the complaint within the specified

time due to compelling circumstances, in such cases, the time of giving complaint may be extended up to three months.

- Where the Complainant is unable to give the complaint on account of his/her physical or mental incapacity the legal heir or such other person related to the complainant may make a written a complaint on his/her behalf to the ICC.
- The Committee maintains a register to endorse the complaint received by it and keeps the contents confidential, if it is so desired, except to use the same for discreet investigation.
- ICC holds a meeting with the complainant after receipt of the complaint. The complainant will be formally intimated of the date of the meeting.
  - If the complaint does not fall under the purview of sexual harassment or the complaint is not an offence under the sexual harassment, the same is to be dealt under the disciplinary procedure of the Foundation. The investigation of such complaints is not under the purview of ICC.
- HR supports the ICC members and the complainant and ensures all steps in redressal of complaint is followed.

#### **IV. Conciliation:**

- The Complainant is given an opportunity to settle the matter with the respondent through conciliation, provided monetary settlement is not the basis of conciliation.
- The settlement that is arrived at must be recorded and the copy of it be given to the Complainant and the respondent.
- The Complainant may approach the Internal Complaints Committee if the terms of settlement are not honoured. The Committee can then decide to go ahead with the inquiry.
- During the inquiry both parties will be given an opportunity to represent. The copies of the findings will be given to both the parties so that they can represent the committee against the findings.

## **V. Inquiry:**

- The committee conducts the inquiry within seven days of the receipt of the complaint.
- During the pendency of the inquiry, the ICC may request the Management for the following during the course of enquiry:
  - Transfer the complainant or the respondent to any other office, if possible, or
  - Grant leave to the complainant up to a period of three months; or
  - May be given permission to work from home if it is possible
  - The leave granted to the complainant under this section is over and above the leave that is due to her/him.

During the inquiry the Complainant or the Respondent may produce witnesses or documents. In such cases, the names of the witnesses and the documents to be produced are to be given to the ICC in writing. However, if there are fresh evidences to be produced the complainant or the respondent can make such requests.

## **Post inquiry:**

- On completion of the inquiry the committee submits the report on the findings within ten days after the completion of the inquiry to the Executive Director. The copy of the report is given to the complainant and the respondent.
- If the allegation is proved , action is taken in accordance with Standards of conduct which may be one of the following:
  - a) Termination of service
  - b) Stoppage of increments
  - c) Reduction in rank
  - d) Any other action that the Disciplinary Authority may deem fit.
- If the allegation against the respondent is not proved, the ICC informs the Executive Director that no action is to be taken against the respondent.
- During the inquiry if it is found that the allegation against the respondent is malicious or the complainant or any other person making such complaint has made the complaint

knowing it to be false or the Complainant or any other person making the complaint produces any forged or misleading document, the ICC may recommend the Executive Director to take action against the Complainant who has made the complaint. If the Complainant is unable to substantiate a complaint or provide adequate proof, there will be no action.

- During the inquiry, if it is proved that the witness/witnesses have given false evidence or produced any forged documents, the ICC recommends to the Executive Director to take action in accordance with the Standards of Conduct;
  - A letter of warning that will be placed in the personal file of the respondent
  - Stop the increment with or without cumulative effect
  - Reduction in rank.
  - Termination/dismissal from the services of the Company.
  - Any other action that the Disciplinary Authority may deem fit.
- For deciding the amount to be paid by the Respondent to the complainant following factors may be taken into account:
  - The mental trauma, pain, suffering and emotional distress caused to the
  - Complainant;
  - The loss in the career opportunity due to sexual harassment;
  - The income and financial state of the respondent;
  - Medical expenses incurred by the victim for physical or psychiatric
  - treatment;
  - Feasibility of such payment in lump sum or in instalments
- According to the provision of the Rights to information Act 2005, the contents of the inquiry, the proceedings, conciliation or the action taken etc. is not be made public or published and the names or addresses should not be disclosed. If required, the information may be disseminated to secure justice, without disclosing the name, address, identity or any other particulars, which may lead to the identification of the aggrieved woman and witnesses.
- If the person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendation or action to be taken under the provision of this Act, does not comply with the above-mentioned clauses action is taken as per the Standards of conduct.

**Executive Director:** ensures that the policy and process is implemented and reviewed periodically.

**Human Resources** ensures the following:

- Copy of the report is given to the complainant and the respondent
- That action is taken, if the wrong allegation is made by the complainant or any other person or the witnesses
- Any other action that needs to be taken as per the report submitted by the ICC

At the overall level, HR maintains all documentation on the above and follow-up on the terms of settlement and submits a quarterly report to ED.

**Duties of the Executive Director/Sr. Management:**

- Provide a safe working environment at the workplace which also includes employees, visitors, clients or any other internal or external individuals
- Provide necessary facilities to the ICC for dealing with the complaint and conducting the enquiry
- Include all the cases of sexual harassment and the action taken in the Annual Report
- Treat sexual harassment as a misconduct under the Standards of Conduct
- That there is no retaliation ,if the individual complains when he/she is faced with sexual harassment. In case there is retaliation in any form, it is the responsibility of the ED to take action.
- Periodically, take feedback from the aggrieved employee after the case is settled on his/her being treated fairly in the workplace and that there is no retaliation.
- Maintain Confidentiality
- In case the aggrieved person wants to lodge a complaint, all support must be provided

**Duties of the HR:**

- Display at conspicuous place in the workplace, the penal consequences of sexual harassment.

- Organise workshops and awareness programmes at regular intervals for sensitizing the employees about the policy
- Organise orientation programmes for the members of ICC
- Assist in securing the attendance of the respondent and the witnesses before the ICC
- Provide assistance to the Complainant if he/she chooses to file a complaint in relation to the offence under the Indian Penal Code.
- Assist the Complainant to initiate action under the Indian Penal code against the perpetrator who is not an employee in the workplace where the sexual harassment has taken place.
- Monitor the timely submission of reports by the Internal Complaints Committee
- The policy is to be communicated to all the external collaborators, Interns etc. and an undertaking taken from them.
- In case there is retaliation , it should be reported to ED
- Organise for a therapist in case the aggrieved employee needs help
- Maintain Confidentiality
- In case the aggrieved person wants to lodge a legal complaint , all support must be provided

### **Feedback taken from the Complainant, witness and the Respondent**

- After the enquiry, Human Resources, takes feedback from the Complainant periodically for some time to ensure that there is no retaliation against her and that she is safe
- The Foundation ensures that the respondent and the witnesses are not harassed and there is no retaliation
- The Foundation ensures that confidentiality is maintained and no information is divulged about the complainant, witnesses and the respondent

### **Steps of referral:**

- In case the complainant needs to be given medical assistance he/she may visit the Government hospital.
- In Chennai, the complainant may visit the Voluntary Health Services Taramani and in other locations he/she may visit the Govt. hospital /Primary Health Centre
- The Government hospital has the facility of both Medical and psychiatry department
- In case counselling is required, Foundation will make all arrangements to connect the complainant with the Counsellor/Therapist

- Human Resources /Location Heads/Programme Director provides all assistance
- Legal assistance may be provided by the Independent member of the ICC. The contact details are put up on the Notice Board

## **Policy on Gender based violence**

### **Objective:**

The objective of this policy is prevent and prohibit gender based violence and if there is an incident of gender based violence to take appropriate action.

### **Understanding of Gender based violence:**

Gender-Based violence refers to harmful acts directed at an individual based on their gender. It is rooted in gender inequality, the abuse of power and harmful norms. Gender-based violence (GBV) is a serious violation of human rights and a life-threatening health and protection issue. At the Foundation, this is viewed very seriously and is a zero-tolerance policy.

### **Gender-based violence means:**

1. Physical, psychological, mental, economic or sexual harm or suffering, coercion and other deprivations of liberty (including incidents of Violence, sexual violence, dating violence, and stalking, but not including acts of self-defence) that are directed against a person based on gender and committed, attempted or threatened (i) by or against Employees, and/or (ii) against Employees' families or property; and
2. Physical, sexual and psychological violence occurring within the general community, including rape, sexual abuse, stalking, trafficking

**Applicability:** This policy is applicable to all employees of the Foundation, whether on rolls or on contract including interns, students etc.

### **Features:**

- Employees are prohibited from using any workplace resources, such as phones, e-mail, computers, social media or other means to threaten, harass, intimidate, embarrass or otherwise harm another person.

- All employees are prohibited from any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
  
- **Non-discrimination and Non-retaliation:**
  - a) The Foundation shall not discriminate in hiring, staffing or other terms and conditions of employment against any person
    - (i) for disclosing his or her status as a victim of Gender-based violence,
    - (ii) because such person is perceived as a victim of Gender- based violence,
    - (iii) because such person has submitted a complaint or disclosed concerns about Gender-based Violence to the Organization.
  - b) The Foundation shall not retaliate or take punitive employment actions against any Employee for submitting a complaint pursuant to this Policy, for disclosing his or her status as a Victim, or for acts of Gender-based Violence against such Employee that occur in or have an impact on the workplace.
  
- **Safety Planning:**
  - i. The Foundation shall make every reasonable effort to collaborate with a Victim to develop a Safety Plan. The Safety Plan shall recognize and encourage workplace modifications designed to reduce the risk of harm and increase security measures. Such security measures may include making the Abuser's identity known to security personnel, modifying work schedules, changing workplace locations, or other measures tailored to an individual's circumstances that are designed to increase safety.
  - ii. If required, the Foundation may also convene a multi-disciplinary task force with representatives from relevant departments within the Foundation, including human resources and security, to be prepared to respond in the event of an emergency.
  - iii. The Foundation will make reasonable efforts to assist the Victim in enforcing his or her Protection Order within the workplace, to the extent feasible and applicable. In all instances, when assessing safety risks associated with Gender-based Violence, the Foundation will defer, whenever reasonably possible, to the Victim's judgment about steps that pose a safety risk to the Victim and the Victim's workplace, and those that increase safety and support for the Victim and the workplace.

- **Leave and Other assistance:**

The Foundation recognizes that Employees may need time off to secure medical assistance, legal assistance, counselling or to attend to other matters related to the Gender-based Violence for themselves. The Foundation will make every reasonable effort to assist an Employee in maintaining employment when the Employee is experiencing or has experienced Gender-based Violence .

- **Referral pathway:**

The Foundation will assist the victim to seek support of the following resources:

- a) Legal support: The Lawyer is the Independent member of the ICC and can be approached in case of any legal help. Her contact details are put up on the Notice Board.
- b) Medical support: At Chennai , Voluntary Health Services (Govt. hospital) Taramani may be approached for any Medical or Psychiatric support including therapy. In other locations , the local government hospital /Primary Health Services may be approached.

In all such cases , Human Resources and the ICC members will take initiative and provide assistance

- **Work Performance**

The Foundation recognizes that Victims may experience temporary difficulty fulfilling job responsibilities. If the Foundation is aware that an Employee's work performance or conduct has been negatively affected by Gender-based Violence, the Foundation will offer support to the Victim and cooperate with the Victim to address the issues, which may include the development of a Safety Plan. The Foundation will make all reasonable efforts to consider all aspects of the Victim's situation in evaluating performance issues, which may result from the Victim's experience with Gender-based Violence. If reasonable attempts to resolve the Victim's performance-related issues are unsuccessful, the Foundation may take action as identified in the established human resources procedures of the Organization.

- **Confidentiality**

Information related to an Employee being a Victim should be kept confidential to the extent permissible by law and organizational policy. Such information should be kept in a confidential and separate file from the Employee's personnel file. This information should not be divulged without the consent of the Victim unless the Foundation reasonably determines that maintaining the Victim's confidentiality puts the Victim or other Employees at risk of physical harm, is required by law .

The information should be released to other individuals or departments only on a need-to-know basis, to the extent reasonably necessary to protect the safety of the Victim or others, and with advance notice being given to the Victim whenever possible.

- **Accountability of employees to alert Potential Acts of Gender-based Violence**

In the event Employees suspect or witness acts of Gender-based Violence in the workplace, or suspect or witness Gender-based Violence being perpetrated either against an Employee or by an Employee, they should first talk to the perceived victim, express concern and ask what can be done to help; they should alert the perceived victim that they will disclose the concern to a supervisor, and then should report the concern to Location /Programme Head or Human Resources.

- **Non-retaliation for Reporting Gender-based Violence**

The Foundation shall not retaliate against, terminate or discipline any Employee for reporting good faith concerns about workplace-related incidents of Gender-based Violence pursuant to this Policy, including an allegation that the act was perpetrated by a fellow Employee or person in a management capacity. Prohibited acts of retaliation include, but are not limited to, demotion or withholding of earned pay, as well as acts of personal retaliation. Any Employee who believes he or she has been subjected to adverse action for making a report pursuant to this Policy should contact the Executive Director/Human Resources . Any allegations of violations of this Policy will be promptly investigated by such designated authority.

- **Disclosure of Final Court Orders and Gender-based Violence**

An Employee who is subject to a final court order, or who has been convicted in a criminal or civil action as a result of a threat or act of Gender-based Violence, must disclose the existence of the final court order

to Human Resources of the Foundation. Failure to disclose the existence of such a final court order in these circumstances may result in disciplinary action, up to and including termination.

- **Awareness Programs**

The Foundation shall conduct regular and mandatory awareness programs for all Employees to raise awareness of the ways Gender-based Violence may impact the workplace, for all Employees to take all reasonable measures to create a harmonious working environment, which is free from intimidation, hostility, offense and any form of violence, and to encourage Victims to seek assistance in negotiating abuse through Safety Planning.

Training will include information on the physical, social and cultural realities that may affect Victims of Gender-based Violence; the ways in which such violence impacts the workplace, including the potential impact on worker productivity and safety risks; and the steps that all Employees can take to reduce the risk of violence and to support Victims.

- **Provision of Policy and Training to All Employees**

The Executive Director, Programme Heads/Location Heads and human Resources shall ensure that all Employees must be provided training on GBV and shall ensure receipt of a signed acknowledgement from all recipients. Such acknowledging receipt shall be placed in the recipient's personal file.

- **Emergency Contact**

In an event of imminent threat of Gender-based Violence, Employees should contact any of the ICC members. The contact details is provided in the Notice Board

- It is the duty of the Executive Director to create and maintain an environment that prevents Gender-based Violence. Periodically, he should review that the policy on Gender based violence is being implemented by the Programme/Location Heads. He should ensure that all channels of communication are open and that Employees who wish to raise their concerns in good faith can do so freely and without fear of adverse consequences

- **Duty of Action for Policy Violations**

The Executive Director shall be responsible for taking appropriate action in cases in which there is reason to believe that any of the standards listed in this Policy have been violated or any prohibited behaviour has occurred.