



# राजसमन्द जन विकास संस्थान

(महिला उत्थान एवं अधिकारों के लिये समर्पित)

क्रमांक:

दिनांक .....

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|--------------|-------------------------------|-------------------|
| RJVS /03     | Rajsamand Jan Vikas Sansthan  | Date of Issue:    |
| Revision: 01 | Anti-Harassment & POSH Policy | 25/08/2018        |
|              |                               | Date of Revision: |
|              |                               | 21/02/2023        |

Rajsamand Jan Vikas Sansthan is an NGO registered under Rajasthan Society Act 1958. RJVS is working since 2003 on various issues of society such as Violence against women, Child marriage, disaster management, Advocacy on MGNREGA, Right to Information, right to food, etc.

## Objective

To ensure a work environment free of harassment based on gender, race, religion, national origin, and age or other protected classifications.

## Definition

Organization' shall mean Rajsamand Jan Vikas Sansthan (RJVS).

'Employee' means any person employed in the organization for any work on regular, temporary, voluntary, ad-hoc basis either directly or through an agent, including co-worker, contractors, contract worker, probationers, consultants, trainees.

**Employer:** The Policy is applicable to Rajsamand Jan Vikas Sansthan and The HR Department is the owner of the Policy and the Executive Committee has appointed Ms. Divya Nangarchi , HR as the 'Employer' for the purpose of this Policy.

'Harassment' means any behaviour based on gender, race, religion, national origin, age or other protected classifications, directed towards a specific person(s), and which affects the working environment adversely. Harassment may take place at work, work-related event/activity / outside the workplace and may occur during or after office hours.

'ICC' means the Internal Complaints Committee constituted and which will be responsible to carry out the functions and obligations under this Policy.

## Policy

The RJVS is committed to providing and maintaining a work environment that is free of harassment based on gender, race, religion, national origin, age or other protected classifications. *This policy also ensures compliance against the Protection of Women from Sexual Harassment Act, 2013, at workplace.*

सहयोगी संगठन: राजसमन्द महिला मंच

महिला विकास केन्द्र, सोमनाथ चौराहा, नाथद्वारा रोड, कांकरोली, जिला-राजसमन्द (राजस्थान) 313342

Ph. +91 2952221909

E-Mail : rjvs10@yahoo.in

Website: rjvs.org.in



RJVS expects that all relationships among co-workers in the workplace will be free of bias, prejudice and harassment. The Company will not permit any individual to harass others directly or indirectly with whom he/she has business interactions including but not limited to other employees, contractors, consultants, visitors, customers and vendors, or permit any outsider to harass its employees.

### Scope

This Policy is applicable to all the employees of Rajsamand Jan Vikas Sansthan are engaged / working in the organization for the time being.

### Internal Complaints Committee (ICC)

ICC shall have a Chairperson / Presiding Officer (the 'Chairperson') and 3 other members.

#### Internal Complaints Committee –

| S.N. | Name            | Designation     | Contact Number |
|------|-----------------|-----------------|----------------|
| 1    | Pushpa Singhavi | President       | 9660813923     |
| 2    | Leela Kumawat   | External Member | 7300098184     |
| 3    | Lalita Sharma   | Member          | 9587134006     |
| 4    | Neeta Kumawat   | Member          | 9829703159     |
| 5    | Divya Nagarchi  | Member          | 6376868197     |

### Retaliation

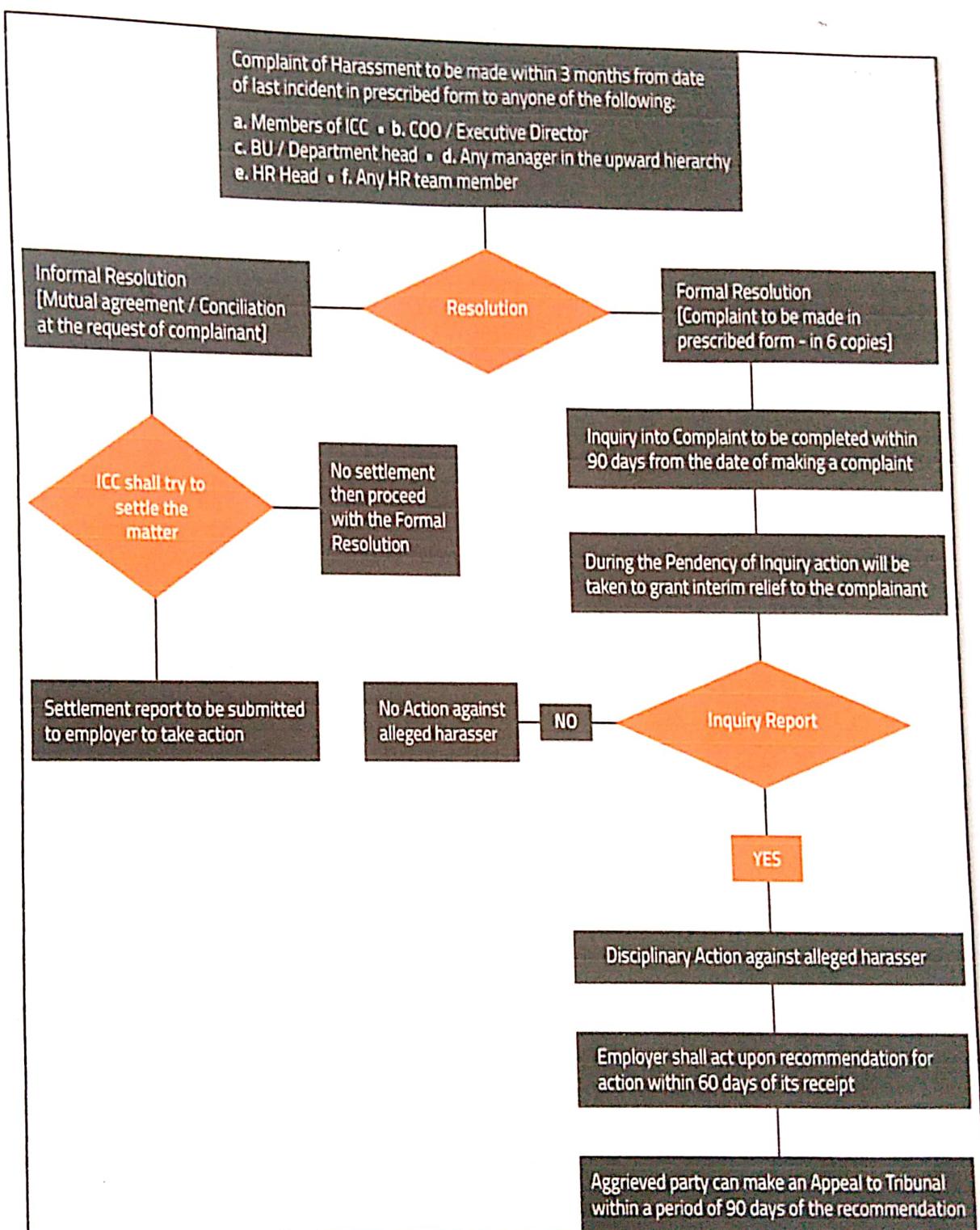
This policy strictly prohibits any kind of intimidation or harassment of individuals who have filed complaints, instituted proceedings, assisted in investigations, or formally or informally objected to discriminatory practices, irrespective of the final outcome.

### Frivolous or False Charges

This policy shall not be misused to bring frivolous or malicious charges against fellow colleagues. Strict disciplinary action shall be taken against any person bringing a charge of harassment in bad faith. This may cause disciplinary actions including but not limited to a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments or any component of the remuneration, terminating the respondent from service or undergoing a counseling session or carrying out community service.

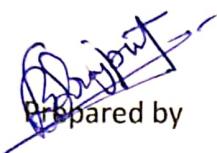


The procedure for making anti-harassment complaint is enumerated below:

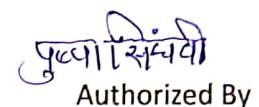




In case of inability of the employee to report the incident to ICC on account of physical or mental incapacity or death or otherwise, the employee's legal heirs or such other person as may be prescribed may make the complaint to the ICC. Further, in case of complaint received from employee against a person outside the organization, the organization will provide the necessary support to the employee.

  
Prepared by

  
Checked by -

  
Authorized By

Mr. Bhupendra Singh Rathore

Mr. Arvind Kumar Pamecha

Ms. Pushpa Singhavi

#### Revision History:

| Date       | Revision no | Revision details        | Initiated by | Checked by | Authorized by |
|------------|-------------|-------------------------|--------------|------------|---------------|
| 25/08/2018 | OE          |                         | AK Pamecha   | AK Pamecha | S. Pamecha    |
| 21/02/2023 | 01          | POSH requirement merged | BS Rathore   | AK Pamecha | P. Singhavi   |