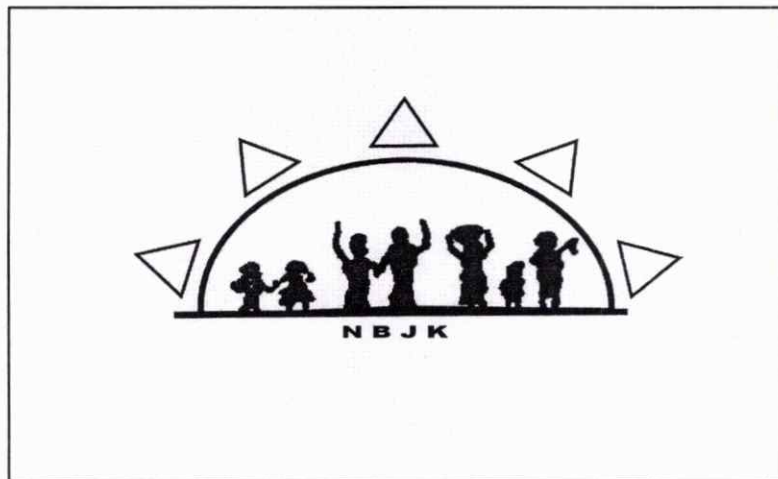


NAV BHARAT JAGRITI KENDRA

Putting the last first

NBJK Grievance Redressal Policy

(PERSPECTIVE, CONCEPT & ACTION)



Nav Bharat Jagriti Kendra

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1. OBJECTIVE:

Nav Bharat Jagriti Kendra, is an equal employment opportunity employer and is committed to creating a healthy working environment. Employees have the right to work without fear of prejudice, bias and harassment regardless of gender, sexual orientation, disability, age, race, or religion. The Organisation also believes that all employees of the Organisation have the right to be treated with dignity. Any harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

2. COVERAGE

This policy applies to all persons involved in the operations of the Organization and prohibits such harassment by any employee, including Programme Manager and co- workers, volunteers of the Organization, and any vendor or other service provider.

3. POLICY & PROCEDURE

Harassment in any form is prohibited, including verbal, physical and visual conduct, threats, demands, and retaliation. Such conduct will not be tolerated. Harassment because of race, sex, color, religion, national origin, age, disability, sexual orientation or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or comments.
- Visual content and conduct such as derogatory posters, photography, cartoons, drawings, e-mails, Web pages or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at an individual.
- Other conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment
- Retaliation for opposing, reporting or notifying an individual of intent to report harassment, or for participating in an investigation, proceeding or hearing conducted internally or by an investigating agency.
- Other conduct/harassment that impairs an employee's working ability or emotional well-being at work.
- Sexual harassment would mean and include any of the following:



- Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any organization activity;
- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance;
- Eve teasing, innuendos and taunts, physical confinement against one's will and to intrude upon one's privacy;

4. EMPLOYEE WELL BEING COMMITTEE

A Committee has been constituted by the Management to consider and redress complaints of Harassment.

The meeting of the Committee to be held once in 3 months with a quorum of 2/3 rd. The tenure of existing members of the Committee will be no more than 3 years. A quorum of two members will need to be maintained for proceedings to take place, one of whom should be a lady. If it is found that any of the Committee members has himself/herself violated the provisions of the Grievance Redressal Policy, or has committed any illegal acts, he/she will be disqualified from the Committee.

5. REDRESSAL PROCESS

- a) All employees are required to report conduct they observe which is prohibited by this policy whether or not they are personally involved.
- b) All supervisory employees who witness such conduct or otherwise become aware of any incidents, allegations or complaints of harassment must immediately report it to any of the Committee members, within three days of the occurrence of such incidents. A supervisory employee's failure to report such activity, complaints or allegations within three days will be considered a violation of policy and may result in discipline up to and including termination of employment.
- c) A complaint of the alleged incident can be submitted by the victim/complainant via e-mail at the earliest.
- d) The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- e) The Committee will hold a meeting with the Complainant at the earliest or maximum within five days of the receipt of the complaint, but no later than a week in any case.



- f) At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- g) Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation.
- h) In the event, the complaint does not fall under the purview of Harassment or the complaint does not mean an offence of Harassment, the same would be dropped after recording the reasons thereof.
- i) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

6. ENQUIRY PROCESS

- a) The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.
- b) If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.
- c) The Committee shall call upon all witnesses mentioned by both the parties.
- d) The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- e) The Committee shall complete the "Enquiry" within reasonable period but not beyond 10 days and communicate its findings and its recommendations for action to the CEO. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway. The punishment can range from an oral warning upto termination of service/contract.
- f) The CEO will direct appropriate action in accordance with the recommendation proposed by the Committee.
- g) The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

7. OTHER IMPORTANT POINTS

- a) The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.



- b) NBJK shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- c) In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.
- d) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 will supersede the organization policy on Anti- Harassment.



(GIRIJA NANDAN "GIRIJA SATISH")

President
President
NAV BHARAT JAGRITI KENDRA



(SATISH KUMAR "SATISH GIRIJA")

Secretary
SECRETARY
NAV BHARAT JAGRITI KENDRA

Resolution passed by NBJK Executive Committee on 27th March, 2017, Resolution No. 03

Adopted by NBJK as per its General Body decision of 14th December, 2023 and accordingly Executive Committee resolution no. 8 as on 14th December, 2023.

