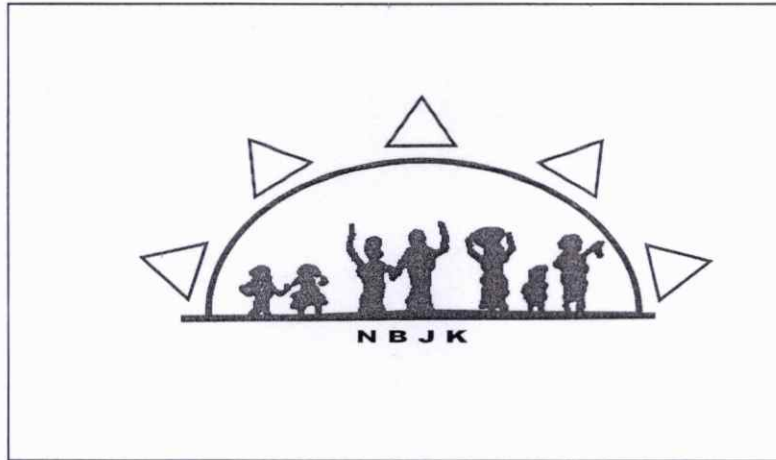


# NAV BHARAT JAGRITI KENDRA

Putting the last first .....

## SEXUAL HARRASSMENT POLICY

(PERSPECTIVE, CONCEPT & ACTION)



## Nav Bharat Jagriti Kendra

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**SECRETARY**  
**NAV BHARAT JAGRITI KENDRA**

## **Objective**

The objective of this policy is to define workplace sexual harassment and to outline procedures for filing complaints, investigating sexual harassment claims and issuing appropriate disciplinary measures in the case of violations.

## **Scope**

This policy applies to all employees of Nav Bharat Jagriti Kendra at all locations. All workers, at every level, will be subject to discipline, up to and including discharge, for any violation of this policy. Employees are prohibited from harassing others both on and off the employer premises and during or outside of work hours.

## **The Policy Statement**

Nav Bharat Jagriti Kendra is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Nav Bharat Jagriti Kendra will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

No one will be victimized for making such a complaint.

## **Definition of sexual harassment**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can be defined as any unwelcome sexual behavior including words, directed at or about one person by another or sexually charged comments or 'jokes'.

Broadly speaking, there are two main types of sexual harassment:

- "Quid pro quo" harassment occurs when something is given or promised in exchange for sexual favors.
- "Hostile environment" sexual harassment occurs where the sexually-oriented conduct creates an offensive and unpleasant working environment.



### **Sexual harassment may take Place:**

- In the premises of the workplace or office
- In any place where the staff and /or volunteers are found as a result of work or training responsibilities or relations,
- At work or work-related social functions.
- While on official business outside the office or during work related travel
- At official conferences or training sessions.
- By telephone, mobile phone, fax machine or electronic mail,

It can happen to women and men, and age is no barrier. Sexual harassment can involve colleagues or employer-employees. Prohibited acts of sexual harassment may take many forms ranging from subtle words or action to physical assault. Sexual harassment can be, male to female, female to male, female to female, or male to male. Examples of conduct which may create an offensive work environment include:

Verbal conduct such as using epithets , derogatory comments, slurs, or making unwanted sexual advances, invitations, comments or noises.

Visual conduct such as displaying derogatory posters, photographs, cartoons/ drawings, or gestures. Unwelcome physical conduct such as touching, blocking normal movement, or interfering with his/her sex. However it is important limited to these definitions and really situation.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

#### **Physical conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

#### **Verbal conduct**

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker





- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

### **Non-verbal conduct**

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

### **Impact of Sexual Harassment**

Work directed at an individual because of to note that "sexual harassment" is not depends on the victim and their working Sexual harassment can impact on individual's lives at work and at home. Sexual harassment damages trust/ causes stress, creates psychological trauma and can even involve physical harm. The aftereffects may even cause shame, isolation and gap in relationship. The person may become so much disturbed that she would have many other health problems like headaches, sleep disturbance, High blood pressure, anxiety, and depression, loss of motivation and concentration and loss of self-esteem. Sexual harassment rarely stops of its own accord, everyone is responsible, so long as they do not take steps to stop it." Those who support the harasser today, may be the victim tomorrow"

### **What to do if you feel you are being sexually harassed**

**Know your rights** - Sexual harassment is illegal, both the law of the land and NBJK prohibit sexual harassment.

**Speak up** - If you can, tell the person to stop. State clearly and firmly that you want a particular behavior to cease.

**Get information and support** - If you feel you cannot speak up, ask your friends to help you and bring it to the notice of the University. Keep records that might be useful for pursuing the case'

### **What not to do**

Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity. Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behavior.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Nav Bharat Jagriti Kendra recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.



Nav Bharat Jagriti Kendra recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of Nav Bharat Jagriti Kendra, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within Nav Bharat Jagriti Kendra premises or outside, including at social events, business trips, training sessions or conferences sponsored by Nav Bharat Jagriti Kendra.

### **Sexual Harassment Committee- Internal Control Committee**

- Form an ICC (Internal Control Committee) in each branch of NBJK where more than 10 female workers are posted. If a branch has less than 10 female workers, they can approach the ICC of NBJK Coordination Office.
- In a committee minimum 5 members are selected, in which more than 50% member is female and at least one member is external.
- Chairman of the ICC should be a woman.
- Members will be re-elected every three years.
- External member can be chosen on case-to-case basis.
- An agreement has to be made with external person that they will participate in the meeting whenever called.
- Organization may create Appellant Authority apart from ICC, so that any women not happy with the judgment of ICC may complain to Appellant Authority.

### **Roles & Responsibilities**

- The committee functions as the Sexual Harassment Complaint Committee and is responsible for implementing the policy against Sexual harassment and complaint procedure.
- The committee is responsible for ensuring implementation of the Sexual harassment policy and its monitoring and evaluation.
- The committee will advise the staffs on capacity building programs relating to gender
- Any staff member can approach any member of the Sexual Harassment Complaint Committee and this will be investigated within 30 days of the complaint being made.
- The committee must ensure that they consult all staffs on their agenda.
- The Committee and its proceedings must be confidential.

### **Complaints procedures**





Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome.

If a victim cannot directly approach an alleged harasser, he/she can approach the ICC in writing.

- Complainant has to come in written only. External person or other employee can also complain on behalf of a woman.
- Records should be maintained confidentially.

Statutory Report must be sent annually to competent authority of district administration

### **Informal complaints mechanism**

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure that the alleged harasser understands the complaints mechanism
- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the Organization to resolve the matter
- Ensure that a confidential record is kept of what happens
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- Ensure that the above is done speedily.

### **Formal complaints mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The ICC which initially received the complaint will refer the matter to instigate a formal investigation. The Committee may deal with the matter him/herself, refer the matter to an internal or external investigator.

### **The ICC will carry out the investigation:**

- Interview the victim and the alleged harasser separately
- Interview other relevant third parties separately
- Decide whether or not the incident(s) of sexual harassment took place
- Produce a report detailing the investigations, findings and any recommendations

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- If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- If it cannot be determined that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- Keep a record of all actions taken
- Ensure that all records concerning the matter are kept confidential
- Ensure that the process is done as quickly as possible

### **Discipline**

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

### **Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Reduction in wages
- Transfer
- Demotion
- Suspension
- Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

### **Implementation of this policy**

Nav Bharat Jagriti Kendra will ensure that this policy is widely disseminated to all relevant persons. All new employees must be trained on the content of this policy as part of their



induction into the organization. Display definition of sexual harassment and consequence at common place in office with names of internal committee members.

It is the responsibility of every Manager to ensure that all his/her employees are aware of the policy.

### Monitoring and evaluation

Nav Bharat Jagriti Kendra recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Sexual Harassment Complaint Committee and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes needed.

### Confidentially

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the Committee takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the Sexual Harassment Complaint Committee.

(GIRIJA NANDAN "GIRIJA SATISH")

President  
*President*  
NAV BHARAT JAGRITI KENDRA

(SATISH KUMAR "SATISH GIRIJA")

Secretary  
**SECRETARY**  
NAV BHARAT JAGRITI KENDRA

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