

CIMR- POSH Policy: Prevention of Sexual Harassment at the Workplace

1. Introduction

The organization is committed to creating and maintaining a safe work environment in which all individuals are treated with respect and dignity. The organization strictly prohibits sexual harassment at the workplace and will take appropriate disciplinary action against any employee or stakeholder who engages in such behavior.

2. Purpose

- To provide a safe and secure workplace free from sexual harassment.
- To define sexual harassment and outline the mechanisms for its prevention, prohibition, and redressal.
- To promote awareness and accountability among employees and stakeholders.

3. Scope

This policy is applicable to all employees (permanent, temporary, part-time, interns, and consultants), volunteers, partners, visitors, service providers, and vendors in all institutions and work place of AKAMR. It covers incidents occurring during official travel, online meetings, events, training, or any work-related setting outside office premises.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome acts such as physical contact, demand or request for sexual favors, sexually colored remarks, showing pornography, and any unwelcome physical, verbal, or non-verbal conduct of a sexual nature. It also includes implied or explicit promises of preferential or detrimental treatment.

5. Internal Complaints Committee (ICC)

- Composition: Presiding Officer (senior woman employee), two internal members, one external member.
- Tenure: 3 years.
- Responsibilities: Receive complaints, conduct inquiries, recommend actions, ensure confidentiality, and submit annual reports.

6. Complaint Procedure

- Filing: Complaint in writing within 3 months to any of the members of ICC.
- Informal Resolution: Optional.
- Inquiry: Starts within 7 days, completed in 90 days.
- Action: Based on findings, employer acts within 60 days.

7. Protection Against Retaliation

Protection against retaliation for complainants, witnesses, or ICC members is ensured. Retaliation will attract disciplinary action.

8. Malicious Complaints

If a complaint is intentionally false or malicious, action may be taken against the complainant after due inquiry.

9. Confidentiality

All complaints and proceedings are confidential. Breach of confidentiality may result in disciplinary action.

10. Awareness and Sensitization

Regular training, workshops, and display of POSH policy and ICC details in offices.

11. Record keeping and Reporting

Complaints and actions documented. ICC to submit Annual Report to the President as per Section 21 of the Act.

12. Review and Amendment

Policy reviewed annually and amended as needed to reflect legal or organizational changes.

Note: This POSH Policy is adopted by AKAMR as continuation to the Policy on Harassment and the following members are designated to constitute the Internal Complaint Committee:

1. Sr. Elise Mary (Presiding Officer)
2. Vanaja Kumary (Member)
3. Sunitha Shankar (Member)
4. Dr. Glorine Njanathankam (Member)