

## **NAVNEET FOUNDATION**

### **POSH Policy**

(Prevention of Sexual Harassment at the Workplace)

#### **Purpose**

Navneet Foundation is committed to creating and maintaining a work environment that ensures equality, dignity, and respect for all employees. In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, this policy aims to prevent, prohibit, and redress acts of sexual harassment at the workplace.

#### **Applicability**

This policy is applicable to all employees, volunteers, consultants, interns, vendors, and anyone interacting with Navneet Foundation in a professional capacity. It covers the workplace, field sites, virtual spaces, and any location where work-related activities take place.

#### **Definition of Sexual Harassment**

Sexual harassment includes, but is not limited to:

- Unwelcome physical contact and advances
- Demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

#### **Internal Committee Provision**

As Navneet Foundation has fewer than 10 employees, an **Internal Committee (IC)** is not mandatory. In the event of a complaint, the Foundation will refer the case to the **Local Complaints Committee (LCC)** constituted by the District Officer as per the Act.

#### **Redressal Mechanism**

1. Any aggrieved woman can submit a written complaint within 3 months of the incident.
2. The Foundation will provide support in submitting the complaint to the Local Complaints Committee.
3. Both parties will be given fair and equal opportunity to present their case, and confidentiality will be maintained throughout the process.
4. If the complaint is found to be genuine, appropriate action will be taken as per the LCC's recommendation and relevant disciplinary policies.

#### **Responsibilities of Navneet Foundation**

- Prevent sexual harassment through awareness, sensitization, and a zero-tolerance culture.
- Provide a safe working environment, including at field sites and during off-site activities.
- Ensure employees are informed of their rights and redressal mechanisms.

### **Awareness and Training**

All staff, including part-time and field-level employees, will undergo basic orientation on POSH. The Foundation will also display awareness material in physical or digital workspaces.

### **Non-Retaliation**

Navneet Foundation ensures that complainants, witnesses, or members assisting the process are protected from retaliation, victimization, or intimidation.

### **Policy Review**

This policy will be reviewed annually and updated to ensure compliance with applicable legal standards and internal needs.

This policy has been approved by trustees of Navneet Foundation at its meeting held on 29<sup>th</sup> August, 2025.