



**POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT
WORKPLACE**

**[As per Provisions of The Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013]**



THE POLICY STATEMENT

National Backward Classes Finance and Development Corporation (“The Company”) is committed to providing a safe and secure working environment free from sexual harassment for all women.

The Company 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.

In light of the above, the Company has formulated Policy on Prevention of Sexual Harassment of Women at workplace.

DEFINITION OF SEXUAL HARASSMENT AT THE WORKPLACE

Sexual Harassment” includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication), namely:

- 1) Physical contact or advances;
- 2) A demand or request for sexual favours;
- 3) Making sexually colored remarks;
- 4) Showing pornography;
- 5) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Sexual harassment is defined by its sexual and unwelcome nature, and the experience is subjective. What matters is the impact on the individual, not the intent behind the behaviour. A woman may experience a single incident of harassment or a series of events over time. Each case is unique and should be considered in its specific context and circumstances. The Act/Handbook on Sexual Harassment of Women at the Workplace, issued by the Government of India (Ministry of Women and Child Development), shall be referred to for the purpose of defining "Unwelcome" and "Welcome" behaviour within the context of sexual harassment.

DEFINITION OF AGGRIEVED WOMEN

- The Act protects women of all ages and employment statuses, including regular, temporary, ad hoc, daily wage workers, or volunteers.
- Protection extends to women engaged directly or indirectly, including through an agent or contractor, with or without the knowledge of the principal employer.
- Women may be working for remuneration, on a voluntary basis, or otherwise, with express or implied terms of employment.
- The Act covers women in various roles, including co-workers, contract workers, probationers, trainees, apprentices, and women with any other designation.
- Protection also applies to women working in a dwelling place or house.
- The Act includes women who may be engaged in work on a part-time or casual basis.

DEFINITION OF WORKPLACE

A workplace is defined as “any place visited by the employee arising out of or during the course of workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.”

The Act/Handbook on Sexual Harassment of Women at the Workplace, issued by the Government of India (Ministry of Women and Child Development), may be referred to for the definition of "workplace" in this context.



FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour:

- 1) Quid Pro Quo (literally 'this for that'):
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- 2) Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

PREVENTIVE AUTHORITIES

This section outlines the individuals responsible and accountable for preventing workplace sexual harassment in compliance with the Act, as well as the role of workplaces in prohibiting harassment through effective communication.

DEFINITION OF EMPLOYER:

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (1).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.

DEFINITION OF APPROPRIATE GOVT. AS PER THE ACT

As per the Act, Appropriate Government means:

- I. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- II. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

COMPLAINTS COMMITTEE/S

The Act provides for formation of The Internal Complaints Committee (ICC). The Committees must have 50 per cent representation of women. ICC will hold their position not exceeding three years from the date of their nomination or appointment.

Internal Complaints Committee (ICC):

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:

Member	Eligibility
Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work



Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment.
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Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

As per this policy our organization has constituted following committee-

Mrs. Anupama Sood, CGM (Proj.)	Chairperson
Sh. Ajit Kumar Samal, CGM (Fin.) & CS	Member
Sh. Suresh Kumar, G.M (HR & Admin)	Member
Ms. (Dr) Navdip Kaur	NGO Representative
Mrs. Neelam Mudgal, CM (F)	Member
Mrs. Geeta Pandey, M (HR)	Member Secretary