



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

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www.swashodhan.org

## Prevention of Sexual Harassment Policy

### I. Purpose

- To create a workplace where all individuals feel safe, respected, and free from sexual harassment.
- To establish clear guidelines and procedures for reporting and addressing instances of sexual harassment.

### II. Scope

- This policy applies to all employees, volunteers, beneficiaries, and stakeholders involved with the NGO.

### III. Definition of Sexual Harassment

- Sexual harassment is defined as any unwanted or unwelcome behavior of a sexual nature that makes a person feel uncomfortable, threatened, or intimidated. This includes, but is not limited to:
  - Unwelcome sexual advances
  - Requests for sexual favors
  - Other verbal or physical conduct of a sexual nature

### IV. Policy Statement

- The NGO maintains a zero-tolerance policy against sexual harassment. All allegations will be taken seriously, investigated promptly, and addressed appropriately.

### V. Responsibility

- All employees and volunteers are responsible for maintaining a respectable work environment.
- Management has a duty to ensure that this policy is enforced, and appropriate training is provided.



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## VI. Reporting Procedures

- Encourage victims to report incidents immediately to a designated person to Administrator
- Provide multiple reporting channels, including anonymous reporting options.
- Ensure confidentiality and protection against retaliation for anyone who reports harassment.

## VII. Investigation Process

- All reports will be investigated promptly and fairly.
- Investigations will be conducted by trained personnel who will maintain confidentiality.
- Outcomes will be documented, and appropriate actions will be taken based on findings.

## VIII. Training and Awareness

- Regular training sessions for staff and volunteers on recognizing, preventing, and responding to sexual harassment.
- Awareness campaigns to inform stakeholders about the policy and reporting channels.

## IX. Support Resources

- Access to counseling services for victims of sexual harassment.
- Information on external support resources such as legal advice and counseling.

## X. Disciplinary Actions

- Clearly outline consequences for individuals found to have violated the policy, which may include suspension or termination.

## XI. Review and Amendments

- This policy should be reviewed annually and amended as necessary to reflect changes in law, organizational needs, or best practices.



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## XII. Communication of Policy

The policy will be communicated to all staff, volunteers, and stakeholders through training, handbooks, and inclusive meetings.

**Employee**

**Administrator**

**Date:**