



Prasad & Company

(Project Works) Private Limited



**Prevention
of Sexual
Harassment**

PREVENTION OF SEXUAL HARASSMENT POLICY



1.INTRODUCTION

This policy affirms the organization's commitment to ensuring a safe, respectful, and equitable work environment, free from sexual harassment for all women. It is structured in accordance with India's Prevention, Prohibition and Redressal Act, 2013, which upholds every woman's right to equality, dignity, and professional freedom at the workplace. The organization is resolute in enforcing these protections across all operations and workspaces, including those involving employees, contract staff, and trainees.

2.CODE OF CONDUCT

- No employee is permitted to engage in any act deemed as sexual harassment.
- Every employee is expected to actively prevent sexual harassment and report any occurrence.
- Violations are considered misconduct and can trigger disciplinary action per the organization's conduct rules.

3.DEFINING SEXUAL HARASSMENT

Sexual harassment encompasses unwelcome behaviors, such as:

- Physical advances
- Requests for sexual favors
- Sexually colored remarks
- Display of pornography
- Any other unwelcome physical, verbal, or non-verbal sexual conduct

It also covers situations involving promises (or threats) related to employment status, creation of hostile work environments, or humiliating treatment impacting safety and health.

4.INTERNAL COMMITTEE STRUCTURE

- An Internal Committee (IC) is established as per statute, with at least half its members being women.
- Members include a woman Presiding Officer (senior employee), at least two employees knowledgeable about women's rights or with legal/social experience, and one NGO/external expert.
- IC members serve up to three years per term.



5.COMPLAINT LODGING AND REDRESSAL PROCEDURE

- Aggrieved women can file written complaints within three months of the incident; delays may be condoned in special circumstances.
- The IC may assist complainants, accommodate requests for transfers or paid leave during an inquiry, and initiate a conciliation process (non-monetary settlements only).
- Inquiry processes grant both sides an opportunity to be heard and typically conclude within 90 days; findings are reported within 10 days after inquiry.
- Recommendations for action by the IC must be acted upon by the organization within 60 days.

6.REPORTING AND COMPLIANCE

- The IC prepares annual reports tallying the number of complaints and their resolution for inclusion in the organization's annual disclosures.
- Each employee is responsible for understanding this policy, the underlying Act, and reporting violations or observed incidents.
- Disciplinary action for violations or false/malicious complaints may follow the organization's conduct regulations.