

# ANTI-SEXUAL HARASSMENT POLICY

Saath Gramin Trust is committed to fostering a workplace free from discrimination, harassment, and especially sexual harassment. The organization upholds a strict zero-tolerance policy for any form of sexual misconduct and is dedicated to maintaining a safe, inclusive, and respectful environment for all staff, consultants, interns, volunteers, and visitors.

This policy applies to all individuals associated with Saath Gramin Trust—whether employed full-time, part-time, or engaged in any other capacity—and extends beyond the workplace to include all work-related events, training sessions, and activities conducted outside organizational premises.

## Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

It may involve one or multiple incidents, and can be physical, verbal, or non-verbal. Examples include but are not limited to:

### Physical Conduct:

- Unwanted touching, hugging, patting, or fondling
- Sexual assault or attempted assault
- Threats or promises in exchange for sexual favors

### Verbal Conduct:

- Sexual jokes, stories, or comments about appearance or private life
- Repeated unwanted invitations or requests for intimacy
- Sexually explicit messages or innuendos

### Non-Verbal Conduct:

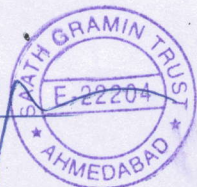
- Display of sexually explicit materials
- Gestures, staring, leering, or whistling

Sexual harassment can occur between individuals of any gender or orientation and may involve hierarchical power dynamics.

## Complaints Procedure

If an individual feels they are subjected to sexual harassment, they are encouraged to:

- Directly inform the harasser that the behavior is unwelcome (if they feel safe doing so), or
- Report the incident to a designated Core Team Member listed below:





- ✓ Ms. Anuradha Singh – 9909963151
- ✓ Ms. Bindiya Joshi – 8140909067
- ✓ Mr. Jigar Rabari – 8141583738
- ✓ Ms. Vama Rajpal – 9978916174
- ✓ Ms. Damini Patel – 9205585976

The core team member will:

- Record the incident details confidentially
- Clarify the complainant's desired outcome
- Explain the options for informal or formal resolution
- Support the complainant throughout the process
- Inform the complainant about their legal rights and external redressal mechanisms.

### Informal Resolution Mechanism

If the complainant chooses an informal route:

- The alleged harasser is informed and given a chance to respond
- A discussion or mediation is facilitated to resolve the matter amicably
- A confidential record of the outcome is maintained
- A follow-up is conducted within 7 days to ensure cessation of the behaviour

### Formal Resolution Mechanism

If informal resolution is not satisfactory or not preferred:

- The complaint is escalated to the Director or Internal Committee for formal investigation
- The process includes:
  - Separate interviews with complainant, accused, and witnesses
  - A written report with findings and recommendations
  - Appropriate action based on the investigation outcome


Remedies may include:

- Written apology
- Workplace adjustments
- Training for the harasser
- Disciplinary measures: suspension, demotion, or dismissal

All investigations will be completed within 15 days of the complaint being formally filed.

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## External Redressal

Complainants may also file complaints with:

- Local District Officer under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Police or relevant legal authorities

## Sanctions and Disciplinary Measures

Based on the severity of the offense, sanctions may include:

- Verbal or written warning
- Adverse performance evaluation
- Reduction in wages or responsibilities
- Transfer or demotion
- Suspension or dismissal
- Serious offenses such as physical assault will result in immediate termination.

## Implementation and Awareness

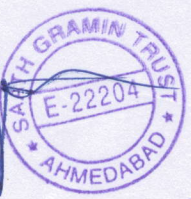
- All new employees will undergo orientation on the policy
- Annual refresher training will be mandatory for all team members

Saath Gramin Trust is committed to ensuring a safe, respectful, and inclusive workplace.

**This policy was approved by the Board in October 2024**

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