

ANTI-SEXUAL HARASSMENT POLICY

1. Introduction to the policy

1.1 PRO RURAL (hereafter referred to as "the Organization") believes in equal employment opportunity and gender equality is promoted conscientiously. We do not tolerate verbal or physical conduct creating an intimidating, offensive, or hostile environment for employees. Harassment of any kind including sexual harassment is forbidden in the Organization and every employee has the right to be protected against it.

We are committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. Pro Rural believes that all employees have the right to be treated with dignity.

The Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

2. Scope

2.1 This policy is applicable to Board Members, employees, workers, volunteers, probationer and trainees, contractual or otherwise (whether in the office premises or outside while on assignment). This policy shall be considered to be a part of the employment contract or terms of engagement of the persons in the above categories.

2.2 Where the alleged incident occurs to our employee by a third party while on duty outside our premises, the organization would perform all reasonable and necessary steps to support the employee.

3. What constitutes Sexual Harassment?

3.1 Sexual Harassment means such unwelcome sexually determined behavior (directly or through implication), like physical contact and advances by the employee(s) including:

- a. Eve teasing, innuendos and taunts, physical confinement against one's will;
- b. A demand or request for sexual favors, whether verbally or non-verbally, where the submission to such conduct is made either explicitly or implicitly a term or condition of demand or request for sexual favors, sexually colored remarks, lurid stares, showing or sending pornographic materials, any other unwelcome physical conduct of sexual nature, physical contact or molestation, stalking, sounds, display of pictures, social media texts, or signs are considered sexual harassment.



c. An act or conduct by a person in authority which makes the environment at workplace hostile or intimidating to a person or unreasonably interferes with the individual's privacy and productivity at work;

d. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references; demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance or electronically transmitted messages (Jokes, remarks, letters, phone calls);

e. Any other behavior which an individual perceives as having sexual overtones.

4. Redressal system

4.1 While working in the organization, if a person has been sexually harassed by anyone through any of the acts mentioned in Section 3.0 above, such staff should come forward with a written complaint as early as possible. Such complaint will be taken seriously and confidentiality would be maintained in the matter. The Organization has zero tolerance towards such practices once they are proven.

The complaint must be given to the concerned person within 3 weeks of the occurrence (the complaint can be made within 3 months if the person is able to prove that there were some exceptional circumstances due to which complaint could not be made earlier), in which case any documentary evidence may be retained carefully. The redressal system will work based on other evidence if you cannot produce any documentary evidence.

If the complainant cannot make a written complaint because of physical or mental incapacity or death, the legal heirs can make the complaint on her behalf.

4.2 A Grievance redressal Committee is constituted by the management to look into the matters concerning sexual harassment. The Committee consists of following persons:

- a) Vikhuli Achumi Convenor
- b) Athili Kathipri Member
- c) Kiusang Tikhir
- d) Imnanukshi Phom



Adopted through circulation-06/2017

Committee Re-constituted on 26-10-2024