

SOP Document Tracker

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PS: *This document replaces all previous versions, if any.

Committee on Sexual Harassment

Sexual Harassment is understood as any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature (including pornography, sexually-colored remarks) that has or that might reasonably be expected or be perceived to cause offense or humiliation to another. Sexual harassment may occur when it interferes with work, is made a condition of employment or when it creates an intimidating, hostile or offensive environment. Sexual harassment normally implies a series of incidents. However, a one-time incident could fall within the definition of sexual harassment if it has an unambiguously offensive sexual character. Both male and female staff members can be either the injured party or the offender. In order to avoid such unpleasant interference Partners in Prosperity (PnP) has a committee on Sexual Harassment and the responsibilities of the committee are as follows:

- a. Create a harmonious working environment, free of intimidation, hostility, offence and any form of harassment, sexual harassment and abuse of authority. In order to achieve such an environment, managers and supervisors must act as role models by upholding only the highest standards of conduct;
- b. Communicate the policy on workplace harassment, sexual harassment and abuse of authority to all staff members, ensure that staff take the compulsory on-line Training and Certification Programme on the Prevention of Harassment and Abuse of Authority and the Training Course on Ethics, and act as a resource for staff members and non-staff personnel;
- c. Ensure that staff and non-staff personnel do not engage in workplace harassment, sexual harassment, or abuse of authority. Special attention needs to be given to staff members supervising others.
- d. Take measures consistent with the present policy should they witness any acts of workplace harassment, sexual harassment, or abuse of authority;
- e. Ensure that incidents of workplace harassment, sexual harassment or abuse of authority are promptly addressed. In such cases, managers and supervisors must demonstrate fairness, impartiality, and be free from intimidation or favoritism;
- f. Ensure that all discussion, communications and actions are handled with extreme sensitivity and utmost confidentiality; and
- g. Ensure that no staff is retaliated against.
- h. The failure of the committee to address any known act of workplace harassment, sexual harassment, or abuse of authority may result in the imposition of appropriate administrative or disciplinary measures.
- i. The committee is responsible for conducting preliminary assessments and formal investigations of complaints of workplace harassment, sexual harassment and abuse of authority. Those complaints may be sent to the committee, in particular through a mail.