

Palawi



a touch of life

Residential Project for  children

POSH Policy for Prabha Hira Pratishthan

Effective Date: [1/-4/2024]

Review Date: [31/04/2025]

1. Purpose

The purpose of this policy is to prevent and address sexual harassment in the workplace, ensuring a safe, respectful, and inclusive environment for all employees, volunteers, and stakeholders at **Prabha Hira Pratishthan**.

2.Scope

This policy applies to all trustees, employees, volunteers, interns, contractors, and anyone interacting with **Prabha Hira Pratishthan** in any capacity.

3. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- Creating a hostile or intimidating work environment through sexual behaviour or comments.
- Any form of retaliation against individuals who report harassment or participate in investigations.

4.Policy Statement

Prabha Hira Pratishthan is committed to:

- Providing a workplace free from sexual harassment.
- Taking all complaints seriously and addressing them promptly and fairly.
- Protecting individuals from retaliation for reporting harassment or participating in investigations.

5.Reporting Procedures

Employees and volunteers are encouraged to report incidents of sexual harassment immediately to the appointed person.

Reports can be made to:

- Designated POSH Officer: Miss. Archana Kawade
9545978686
- HR Department: Miss. Archana Kawade
9545978686

Complaints can be made verbally or in writing. All reports will be treated confidentially to the extent possible.

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6. Investigation Process

Upon receiving a complaint:

- The POSH Officer will conduct a fair and thorough investigation.
- Both the complainant and the accused will have the opportunity to present their case.
- The investigation will be completed promptly, and findings will be communicated to relevant parties within 48 hrs. of the incident.

7. Disciplinary Actions

If harassment is confirmed, appropriate disciplinary action will be taken, which may include:

- Verbal or written warnings
- Suspension
- Termination of employment or volunteering

8. Awareness and Training

Prabha Hira Pratishthan will provide training for all staff and volunteers on recognizing, preventing, and reporting sexual harassment. Regular workshops will be held to foster a culture of respect and inclusion.

9. Support for Survivor's

Support services, including counselling and external resources, will be made available to individuals affected by sexual harassment.

10. Review and Amendments

This policy will be reviewed annually and amended as necessary to ensure compliance with legal requirements and best practices.

Mangal Shah
President



Prabha Hira Pratishthan, Pandharpur.

Dimple Ghadge
Secretary