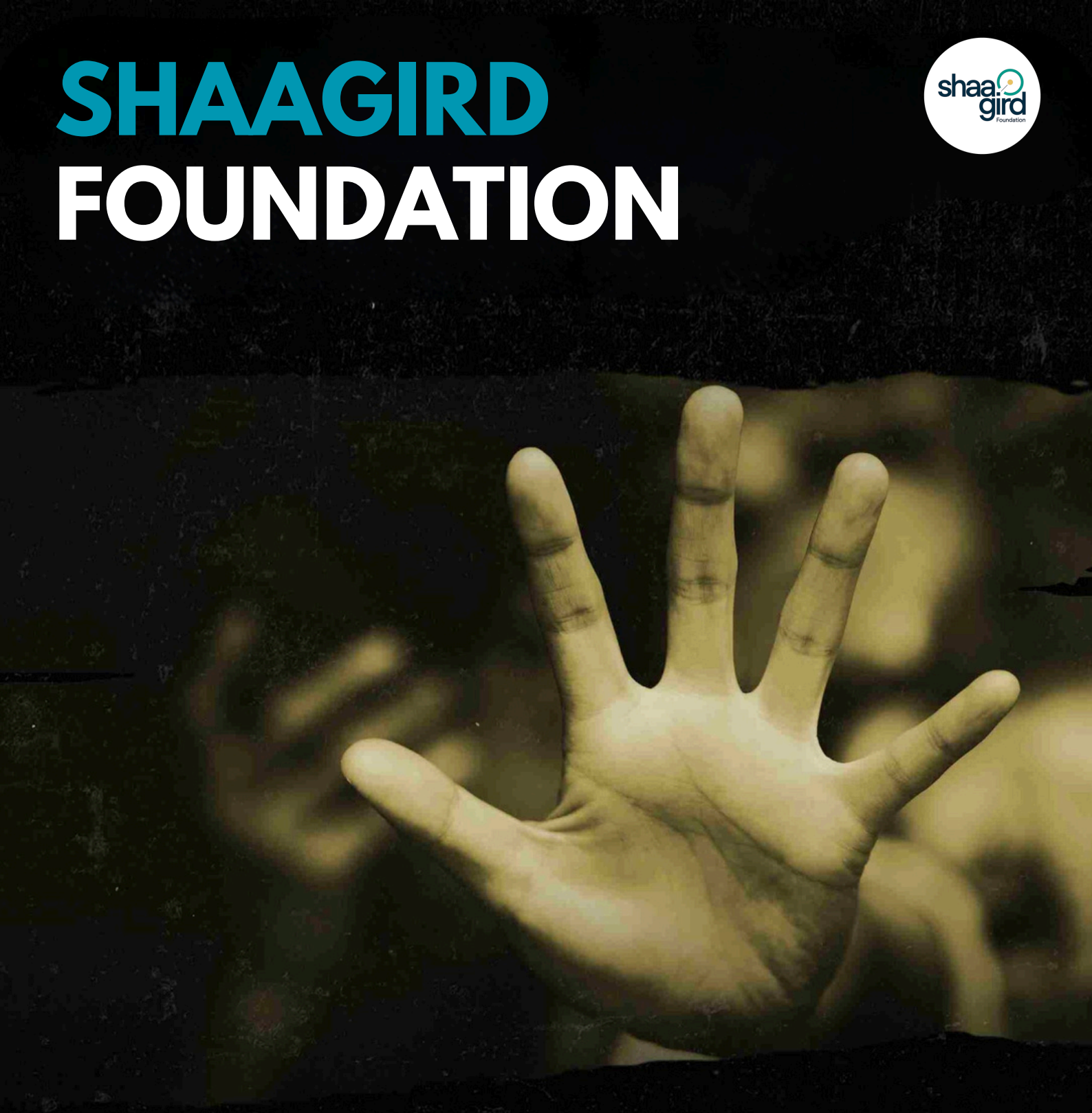
SHAAGIRD FOUNDATION



POLICY TO PREVENT SEXUAL HARASSMENT AT WORKPLCE

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1. Preamble

Shaagird Foundation is committed to providing a safe and inclusive work environment, free from all forms of sexual harassment. This policy aims to prevent sexual harassment, protect the rights and dignity of all employees, and promote a respectful workplace culture. It applies to all individuals associated with Shaagird Foundation, including employees, kids, students, contractors, visitors, and any other person engaged in work-related activities.

2. Policy Guidelines

Sexual harassment refers to any unwelcome conduct of a sexual nature, whether verbal, nonverbal, or physical, that creates an intimidating, hostile, or offensive working environment or leads to adverse employment decisions. It includes but is not limited to:

2.1 Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

2.2 Displaying or distributing sexually explicit materials in the workplace.

2.3 Making offensive comments or jokes based on gender or sexual orientation.

2.4 Any conduct that undermines an individual's dignity or creates an uncomfortable or offensive environment based on their gender or sexual orientation.

3. Scope of Application

This policy applies to all workplace settings, including office premises, meetings, business trips, workrelated social events, electronic communications, and any other activities where work-related interactions occur.

4. Prohibition of Sexual Harassment

Sexual harassment in any form is strictly prohibited. All employees are expected to treat one another with respect, dignity, and professionalism, regardless of gender, sexual orientation, or any other characteristic. Any behaviour that violates this policy will not be tolerated, and appropriate disciplinary action will be taken.

5. Reporting Mechanism

Shaagird Foundation encourages employees to promptly report any incidents or concerns related to sexual harassment. Individuals who experience or witness sexual harassment should report it to their immediate supervisor, manager, Human Resources (HR) department, or any designated person identified by the organization.

6. Complaint and Redressal

Any victim of sexual harassment at Shaagird Foundation can register their complaint through:

6.1 In person- the organisation follows an open door policy and any complainent of sexual harassment can approach their immediate senior or head of the organisation for such complaint.

6.2 Complainants can also file their complaint at the organization's official email or phone number.

6.3 The complainant will have to file a written complaint for the purpose of records.

6.4 The redressal of the complaint would be done through thorough and unbiased investigation in the matter within 48 hours of the complaint.

6.5 For the purpose of confidentiality, t he i dentity o f t he c omplainant w ill r emain e nclosed unless absolutely necessary for dealing with the complete matter.

7. Investigation and Resolution Process

Upon receiving a complaint or report of sexual harassment, Shaagird Foundation will initiate a prompt and impartial investigation. The investigation will be conducted with utmost confidentiality, ensuring the privacy of all parties involved. The organization will take appropriate action based on the outcome of the investigation, which may include disciplinary measures, counseling, training, or any other remedial actions deemed necessary.

8. Non-Retaliation Retaliation

against individuals who report sexual harassment or participate in investigations is strictly prohibited. Shaagird Foundation will take necessary measures to protect individuals from any form of retaliation. Any employee found engaging in retaliatory behaviour will be subject to disciplinary action.

9. **Training and Awareness**

Shaagird Foundation is committed to raising awareness about sexual harassment prevention. Regular training programs and educational initiatives will be conducted to ensure that all employees are aware of their rights, responsibilities, and the consequences of sexual harassment. These programs will be inclusive of all genders and emphasize the importance of maintaining a respectful and inclusive workplace culture.

10. Review and Updating

This policy will be regularly reviewed and updated as necessary to align with changing legal requirements, best practices, and evolving needs. All employees will be informed of any policy changes through appropriate communication channels.

Shaagird Foundation is dedicated to fostering a work environment that promotes equality, respect, and dignity for all. Together, we can create a workplace free from sexual harassment and build a culture where everyone feels safe, valued, and empowered.

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