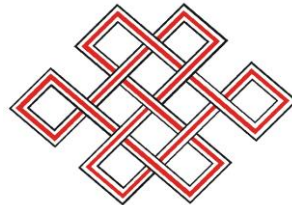


Wide Angle

(Social Development Organisation)



Sexual Harassment at Workplace Policy & Guidelines

Sagolband Moirang Hanuba Leirak, Opposite Govt. Polytechnic
Imphal West, Manipur – 795001, Regd No. 5564/1984
Email: manipurangle@gmail.com, website: <http://www.wideangleindia.org>,

Wide Angle (Social Development Organisation)

Sexual Harassment at Workplace - Policy & Guidelines

1. Purpose and Scope

1.1 Purpose:

The purpose of this policy is to define sexual harassment, establish procedures for reporting and addressing harassment, and ensure a safe, respectful work environment for all employees.

1.2 Scope

This policy applies to all employees, including management, contractors, and temporary staff, across all work locations and during work-related events.

2. Definition of Sexual Harassment

2.1 What Constitutes Sexual Harassment?

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- Is made a condition of employment or affects employment decisions.
- Unreasonably interferes with an individual's work performance.
- Creates an intimidating, hostile, or offensive work environment.

2.2 Examples of Sexual Harassment

- Unwelcome physical contact (e.g., touching, hugging, or kissing).
- Sexual jokes, comments, or gestures.
- Requesting sexual favors or making sexual advances.
- Displaying sexually suggestive materials.
- Inappropriate touching or comments about someone's appearance.

3. Reporting Mechanisms

3.1 Reporting Channels

Employees are encouraged to report any incidents of sexual harassment. Reports can be made through the following channels:

- Immediate Supervisor or Manager
- Human Resources Department
- Designated Sexual Harassment Officer
- Anonymous Reporting System (if available)

3.2 Reporting Process

- Report as soon as possible after the incident occurs.
- Provide detailed information, including date, time, location, and the nature of the harassment.
- Seek support from HR or a trusted colleague if needed.

4. Investigation and Resolution

4.1 Investigation Procedures

- **Timely Response:** All reports will be reviewed promptly.
- **Confidentiality:** Investigations will be conducted confidentially to protect the privacy of all parties involved.
- **Impartial Investigation:** A thorough, unbiased investigation will be carried out, involving interviews and collection of evidence.

4.2 Resolution

- **Findings and Action:** Based on the investigation, appropriate actions will be taken, which may include disciplinary measures up to and including termination of employment.
- **Support:** Support services, including counseling and mediation, will be offered to both the complainant and the accused.

5. Prevention and Training

5.1 Training

- **Mandatory Training:** All employees will undergo sexual harassment training annually.
- **Managerial Training:** Supervisors and managers will receive additional training on handling harassment complaints and supporting affected employees.

5.2 Preventive Measures

- **Policy Communication:** This policy will be communicated to all employees and included in the employee handbook.
- **Regular Reviews:** The policy will be reviewed regularly and updated as necessary.

6. Responsibilities

6.1 Employee Responsibilities

- **Follow the Policy:** Adhere to the sexual harassment policy and participate in training sessions.
- **Report Incidents:** Report any instances of harassment or behavior that violates this policy.

6.2 Management Responsibilities

- **Enforce the Policy:** Ensure adherence to the policy and take immediate action when harassment is reported.
- **Support Reporting:** Foster an environment where employees feel comfortable reporting harassment.

6.3 HR Responsibilities

- **Administer the Policy:** Implement and enforce the sexual harassment policy.
- **Provide Support:** Offer support and resources to employees involved in harassment complaints.

7. Confidentiality and Non-Retaliation

7.1 Confidentiality

All complaints and investigations will be handled with the utmost confidentiality to protect the privacy of all parties involved.

7.2 Non-Retaliation

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will result in disciplinary action.

8. Policy Review

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

This guideline provides a clear framework for addressing sexual harassment within Wide Angle. Regular updates and communication will help ensure that all employees understand and adhere to the policy.