

Prevention of Sexual Harassment (POSH)

Under Section 19(b) of

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & the Rules, 2013

PRINCIPLES AND PURPOSE

St. Jude India ChildCare Centres (St. Judes) aims to provide a safe working environment and prohibits any form of sexual harassment.

Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of policy.

All employees are to be aware of the POSH Policy in place and strictly adhere to it.

St. Judes will promptly investigate all complaints and take appropriate action, up to and including termination of employment.

DEFINITIONS

*Sexual harassment" includes any unwelcome sexually determined behaviour (direct or implied) such as physical contact and advances, unwelcome communications or invitations, demand or request for sexual favours, sexually cultured remarks, showing pornography, creating a hostile work environment and any other unwelcome "sexually determined behaviour" (physical, verbal or non-verbal conduct) of a sexual nature.

PREVENTIVE ACTION

St. Judes will undertake staff training of the POSH Policy and sensitivity training for its implementation.

REDRESSAL COMMITTEE

St. Judes will have an Internal Complaints Committee (ICC). The Committee will be nominated by the CEO and comprised of the Program Head of Facilities, Presiding Officer, Program Lead Employee Experience HR, External Member, and a Local representative.

The committee members will be provided necessary training inputs to handle such issues effectively and with the required sensitivity and concern.

PROCEDURE FOR DEALING WITH COMPLAINTS

If any employee believes that (s)/he has been subjected to sexual harassment, such person may file a verbal or written complaint with any member of the committee, OR the Committee member on receiving a complaint will intimate the Presiding Officer.

PROCESS OF ENQUIRY

The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment.

DECISION AND ACTION

On investigation, if it is determined that harassment has occurred, prompt, remedial action will be taken. The Committee will share the investigation details and the findings with the CEO and the ICC. Once a disciplinary action is agreed upon, it will be carried out by the concerned HR department. Such disciplinary action may include transfer, demotion or termination. All related documents will be maintained in the employee's folder, ensuring confidentiality. This POSH policy shall not, however, be used to raise malicious complaints

SEXUAL HARASSMENT AND CLIENT / PARTNERS

St. Judes encourages its clients/partners to have a commitment to a sexual harassment-free working atmosphere within their Companies.

POLICY IMPLEMENTATION AND REVIEW

The policy will be implemented and reviewed by the HR department. St. Judes reserves the right to amend, and modify, this policy or any part of it at any time.

POLICY ACCESS

The detailed policy is available on One Drive. To access it, please follow: [POSH Policy St. Judes Sept](#)

THE INTERNAL COMPLAINTS COMMITTEE – VELLORE

as constituted under section 4(2) & 19(b) of The Sexual Harassment of Women at Workplace Act & the Rules, 2013

SN	Name	Designation	Contact Number	Email id
1	Sasmita Sahani	Presiding Officer	9769723767	Sasmita.sahani@stjudechild.org
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