

SHIMLA JAL PRABANDHAN NIGAM LIMITED SHIMLA, HIMACHAL PRADESH

STANDARD OPERATING PROCEDURE FOR PREVENTION OF SEXUAL HARASSMENT (POSH) AT SJPNL.

SJPNL is committed to ensure zero tolerance in regard with POSH.

1. Commitment

SJPNL provides hassle free workplace for every woman ensuring safety & protection. The Management of SJPNL is also committed to promote a working environment, that is suitable for professional growth of women employee.

2. Scope

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization.

3. Definitions of Sexual Harassment:

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

It includes any one or more of the following behaviors:

- Physical contact, or
- Demand or request for sexual favours, or
- Making sexually coloured remarks, or
- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with Sexual

Harassment of woman at workplace (prevention, prohibition and redressal) Act, 2013.

4. Responsibilities Regarding Sexual Harassment

Employer's Responsibilities:

1. Zero tolerance towards sexual harassment;
2. To provide a safe working environment at the workplace for women;
3. Treat sexual harassment as misconduct;
4. Organize workshops and awareness programmes in this regard at regular intervals;
5. Provide necessary assistance to the Complaints Committee for dealing with the complaints and conduct.

Employee's Responsibilities:

1. All employees of organization should ensure that their behavior towards women employees must be dignified and respectable;
2. All employees should maintain a work environment that is free from sexual harassment.

5. Complaint Mechanism

An appropriate complaint mechanism in the form of Internal Complaint Committee has been framed for quick and speedy redressal of the complaints made by the candidates. This may be involved formal or informal interventions where the complaints need to lodge a return complaint, which shall be followed by a redressal mechanism.

6. Constitution of POSH Committee

The organization has constituted POSH committee, which comprises the Chairperson, Member Secretary, and three Members

Responsibilities

The committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedures.
- Submitting findings and recommendations of the inquiries
- Coordinating with the employer in implementing appropriate action.

- Maintaining strict confidentiality, throughout the process as per established guidelines
- Submitting, annual reports in the prescribed formats

7. Procedure for Redressal

The organization is committed to provide a supportive environment for resolving the complaints relating to sexual harassment as under: -

A. Informal resolution options: -

- When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.
- If the harassment does not stop or if the victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the Convenor of the POSH.

B. Complaints:

- A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 90 days.
- After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.
- The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
- A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.

- After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee in a given date to defend his case.
- If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
- The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
- The Enquiry Committee also request the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days time.
- The concerned department is also requested to provide CCTV Camera footage of the incident to the Enquiry Committee of ICC.
- The witness/es are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
- The Enquiry Committee after hearing the witness/es again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
- After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
- The Complainant as well as the Respondent is also intimated through a letter regarding the submission of report to the higher institutional authority.

8. Confidentiality

The organization understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. In order to protect the interest of the victim, confidentiality shall be maintained throughout the investigation process.

All the files and reports are kept confidential in the office of the Internal Complaints Committee and the keys of almirah are in custody of the Presiding Officer, ICC. After the closure of the case the original file is confidentially submitted to the Managing Director, SJPNL and a copy of the same is kept confidential in the ICC for office record.

9. Protection to Complainant/Victim

The organization is committed in ensuring that no victim/witness is subject to any form of reprisal. Anyone, who abuses the procedure will be subject to appropriate disciplinary action

10. Conclusion

In conclusion, organization reiterates its commitment to provide its women employees, a work place free from harassment and shall ensure that women employees are treated with dignity and respect.

Regarding PPE Kits with SJPNL's Key Men

Sr.No.	Particulars	No. Of key Man's At JE Central Zone	Availability/ Non Availability of PPE Kit	Requisition
1	SJPNL's Key man	21	NO	1. Wind Sheeter Jacket/rain Coat - 21 2. Gum Boot = 21 3. Torch = 21 4. Half Jacket = 21 5. Tool Bag. = 21