

Policy for Prevention of Sexual Harassment (POSH)

Trustea Sustainable Tea Foundation
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Prevention of Sexual Harassment (POSH) Policy trustea Sustainable Tea Foundation

1. Introduction

trustea Sustainable Tea Foundation (hereinafter referred to as "the Foundation") is committed to providing a safe, respectful, and inclusive work environment free from sexual harassment. This policy is formulated in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

2. Scope

This policy applies to all employees, interns, consultants, vendors, and any other individuals associated with the Foundation, whether working on-site or remotely. It covers incidents occurring in the workplace and any work-related interactions.

3. Definition of Sexual Harassment

Sexual harassment includes but is not limited to:

- Unwelcome physical contact or advances
- Demand or request for sexual favors
- Sexually colored remarks
- Display of offensive material
- Any other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating or hostile work environment

4. Internal Committee (IC)

To ensure the effective implementation of this policy, the Foundation shall constitute an **Internal Committee (IC)** comprising five members:

- **Presiding Officer (Female)** – A senior female employee of the Foundation
- **Two Female Members** – Employees with a commitment to gender sensitivity
- **Two Male Members** – Employees with knowledge of workplace policies and ethics

The IC shall ensure fair inquiry, confidentiality, and resolution of complaints within a stipulated timeframe.

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5. Complaint Procedure

- Any aggrieved individual may file a written complaint with the IC within **three months** of the alleged incident.
- The IC will conduct an impartial investigation, providing both parties an opportunity to present their case.
- The IC shall conclude the inquiry within **90 days** and recommend appropriate action to the management.
- The management shall take action based on the IC's recommendations within **30 days** of receiving the report.

6. Preventive Measures

- Regular awareness sessions and training for employees
- Clear communication of the policy to all stakeholders
- Encouraging a culture of zero tolerance for harassment

7. Annual Review

The Foundation commits to reviewing this policy and the functioning of the IC on a **yearly basis** to ensure effectiveness and compliance with legal requirements.

8. Confidentiality & Protection Against Retaliation

- All complaints, inquiries, and proceedings shall remain **strictly confidential**.
- The Foundation prohibits any form of retaliation against complainants or witnesses involved in the complaint process.

9. Conclusion

trustea Sustainable Tea Foundation is dedicated to fostering a work culture where every individual feels respected and safe. This policy shall be displayed prominently at the workplace and communicated to all employees.

REVIEW RESULT:

REVIEWED BY: Anandita Ray Mukherjee

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APPROVED BY: Rajesh Bhuyan

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