



**NATURE TRUST**

Leading towards a better future

**POLICY ON  
PREVENTION OF SEXUAL  
SEXUAL HARRASMENT  
(POSH)**



*“A Safe & Respectful Workplace for All.”*

# Policy on Prevention of Sexual Harassment (POSH)

## Objective and Constitutional Mandate

Nature Trust is committed to providing a workplace that honors the fundamental rights of women as guaranteed by the **Constitution of India**:

- **Article 14 & 15:** Right to Equality and Non-discrimination.
- **Article 21:** Right to Life and Liberty, which includes the right to live with dignity.
- **Article 19(1)(g):** Right to practice any profession in a safe environment.

This policy ensures that all women associated with Nature Trust—whether employees, volunteers, or beneficiaries—are protected from sexual harassment.

## Scope

This policy applies to all "workplaces" of Nature Trust, including:

- Main offices and field sites.
- Special schools and therapy centers.
- Transportation provided by the Trust.
- Digital/virtual workspaces (social media, emails, and video calls).

## Definition of Sexual Harassment

As per the Act, sexual harassment includes any one or more of the following unwelcome acts (directly or by implication):

1. Physical contact and advances.
2. A demand or request for sexual favors.
3. Making sexually colored remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

## The Internal Committee (IC)

Nature Trust has constituted an **Internal Committee (IC)** to investigate complaints. In compliance with the law:

- **Presiding Officer:** A senior woman employee/trustee.
- **Members:** At least two employees dedicated to the cause of women or experienced in social work.

- **External Member:** A person from an NGO or body familiar with sexual harassment issues (to ensure neutrality).
- **Requirement:** At least **50% of the members** must be women.

## **Complaint Redressal Process**

1. **Filing a Complaint:** An aggrieved woman can submit a written complaint to the IC within **3 months** of the incident.
2. **Conciliation:** The IC may, at the request of the woman, attempt to settle the matter through conciliation (no monetary settlement is allowed).
3. **Inquiry:** If conciliation fails, the IC will conduct an inquiry, following the principles of natural justice. The inquiry must be completed within **90 days**.
4. **Action:** If the allegations are proven, the Trust will take disciplinary action, which may include a written apology, reprimand, termination, or reporting the matter to the police.

## **Protection Against Retaliation**

Nature Trust ensures that no woman will be victimized or face retaliation for reporting harassment. During the inquiry, the IC may recommend:

- Transfer of the complainant or the respondent.
- Granting leave to the complainant for up to three months.

## **Confidentiality**

The identity of the complainant, respondent, and witnesses, as well as the inquiry proceedings, must be kept strictly confidential. Violation of confidentiality is subject to a penalty.