

# **SEXUAL HARASSMENT POLICY**

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National Association of Man for Mankind  
(NAMM)



## **ABOUT NAMM:**

NAMM (National Association of Man for Mankind) is a registered voluntary organization started its journey in the year of 1994. The organization was established by few youth volunteers who had an interest to serve the society. Since the beginning the organization engaged with and brought many new young volunteers to its fold and mobilized them to work for the community. The organization is currently working in the state of West Bengal and Odisha. NAMM evolved with the intuitive vision to serve the marginalized and down trodden communities, vulnerable women and children and weaker sections of the society. The organization believes and works towards integrated social development, ensuring sustainable livelihood options and emphasizes on the need of socio-economic reconstruction while focusing on community Health and Education.

## **VISION:**

We visualize an equitable society where men, women and children, especially from the marginalized sections can freely realize their full potential, fulfill their rights and perform their responsibilities, where everyone is leading their life with dignity and self-respect.

## **MISSION:**

Our mission is to work towards integrated social development, ensuring sustainable livelihood options, exploring the areas of alternative livelihood and emphasizing on the need of socio-economic reconstruction while focusing on community health and education and other basic services.

## **CORE VALUES:**

- Non Violence
- Transparency and accountability
- Democratic and participatory decision making
- Secularism
- Gender Equity

## **STATEMENT OF THE POLICY**

Sexual harassment is unlawful. NAMM will not tolerate sexual harassment in any form. Every volunteer, staff member and supervisor has a responsibility to ensure that sexual harassment does not occur.

Anyone found to have sexually harassed another person will be subject to take disciplinary action that may include an apology, counseling, transfer of duties or dismissal.

Reports of sexual harassment will be treated promptly, seriously and confidentially. Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when he/she responds to the allegations made.

No volunteer or paid staff member will be treated unfairly as a result of making a complaint of sexual harassment. Immediate disciplinary action will be taken against anyone who victimizes or retaliates against someone who has made a complaint of sexual harassment.

This policy will be reviewed time to time to be more stringent.

## **DEFINITION**

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behavior which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.
2. Unwelcome sexually determined behavior (whether directly or by implication) in any form, such as:
  - Physical contacts and advances
  - A demand or a request for sexual favors
  - Sexually colored remarks
  - Showing pornography
  - Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

Many different kinds of verbal, physical, nonverbal or visual conduct of a sexual nature may be sexual harassment. Here are some examples:

### **Verbal/Written:**

- Commenting about a person's clothing, personal behavior, personal (romantic) relationships, or body;
- Making sexual or sex-based jokes or innuendoes;
- Requesting sexual favors or dates;
- Spreading rumors about a person's personal or sexual life; and/or

- Threatening a person for rejecting or refusing sexual advances or overtures.

**Physical:**

- Impeding or blocking someone's movement;
- Inappropriate touching of a person's body or clothing;
- Kissing, hugging, patting, or stroking; and/or
- Assaulting (touching someone against her will or without her consent).

**Nonverbal:**

- Looking up and down or staring at a person's body;
- Making derogatory gestures or facial expressions of a sexual nature; and/or
- Following a person around.

**Visual**

Displaying or sharing posters, drawings, pictures, screensavers or emails of a sexual nature. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

**RIGHTS UNDER THE POLICY:**

Employers are responsible for the conduct of supervisors and managers. Employers also have a responsibility to protect their employees from harassment by non-employees (e.g., customers, vendors, suppliers, etc). Managers are liable for sexual harassment between co-workers if they knew or should have known about it and took no steps to stop it. The existence of a company grievance procedure alone does not automatically insulate employers from liability. Employers should also take responsibility to take action against sexual harassment once they are aware it is occurring.

An effective sexual harassment policy stresses the illegality of sexual harassment and delineates a clear and appropriate complaint process while ensuring the confidentiality for the victim. Additionally, such a policy encourages witnesses or victims to report the behavior immediately and mentions that retaliation against persons reporting harassment is illegal and will not be tolerated.

**CONSTITUTION OF THE COMMITTEE:**

Under sexual harassment policy NAMM will constitute a committee. The committee should be consists of five members of different backgrounds. The validity of the committee is to be for

three years, followed by a new committee will constitute once in every three years. Out of five members any three can resolve the cases within thirty days from the date of complaint received, under certain circumstance, if director feel to extend the period that can be possible to extend sixty days more. The membership classification of the committee is follows.

- Director/Secretary of NAMM
- Any nominated women employee of having more than one year of service
- One external women person having prior experience at least 10 years in the field of social development or human rights.
- One women having 10 years of experiences in the fields of academic/ law/ administrator at govt.
- One senior most employee of the organization

## **IMPLEMENTATION PROCESS OF SEXUAL HARRASMENT POLICY**

The organizations will afford natural justice to any person involved in a dispute.

### **Internal complaint Procedure**

A volunteer or staff member who believes they have been harassed (the complainant) should:

- if comfortable to do so, inform the alleged harasser the behavior is offensive, unwelcome, against the organization's policy and should stop
- make a note of the date, time and location of the incident/s
- if not comfortable to confront the alleged harasser or if unwelcome behavior continues, report to the nominated *sexual harassment contact/ or any higher authority*
- if this is inappropriate, speak to another senior member of the organization, such as a senior manager, the head of the organization or a member of the board.

The *sexual harassment contact/ or any higher authority* will follow the procedures set out below. At any time the complainant has the right to discontinue this process.

### **Complaints process**

When a complaint is received:

- obtain and record a full, step-by-step account of the incident/s
- ensure the organization's process for handling the complaint is understood
- Ascertain the complainant's preferred outcome, e.g. an apology, the behavior to cease, a change in working arrangements.
- Keep a confidential record of all details of this discussion and subsequent steps in the process.

## **Duty to Report**

- Establish and enforce a clear and thorough investigation and remediation procedure.
- The organization actively encourages victims of sexual harassment to report the behavior, and expressly identify several appropriate individuals authorized to receive the harassment complaint. This will prevent the situation in which the alleged harasser is the person to whom the complaint would logically be addressed.
- The policy will be uniformly neutral and consistent.
- Employers should be told to take seriously, and to report, any report of potential harassment, no matter how "offhand" or informal.

## **Confidentiality**

- The organization will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis or recommendation committee members.

## **Awareness creation and Prevention**

- To sensitize employees about their right to have safe and healthy work environment
- To spread awareness about same either by way of publication, advertisement or by convening meetings.
- To discuss with women employees on general issues involving challenges faced by that work place, if any and workshops on various aspects of the Act.
- Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening open town hall meetings so that employees can come up in open and share their views and ideas.
- The Organization would also assist Complainants if required to file a Complaint.

## **Investigation of reported incident.**

- Immediate investigation of employee complaints about sexual harassment is critical. Employers are responsible for hearing employee complaints, determining the investigative action necessary for resolving the situation.
- Employers are advised to respond immediately whenever an employee complaint contains allegations of unfair employment practices and sexual harassment is one such complaint that deserves the attention of human resources.

### **Disciplinary Action**

- After reporting and investigation on the matter of the complaint, that can include interview of the Complainant, person accused of sexual harassment, witness (es) and a review of documentation.
- Refusing to cooperate with the internal investigation shall be subject to disciplinary action, and even termination.
- Necessary legal steps will be taken, if it falls under the legal purview.

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