

## **GENDER POLICY OF THE ORGANIZATION**

Since the inception, Institute of Social Development focuses on gender, as a cross cutting issue of all its projects. At the same time Institute of Social Development encourage its staff and stakeholders to focus against gender based violation and discrimination through out the implementation process. As a result of this exercise and the emerging issues of the women employees, Institute of Social Development initiated to formulate a work place policy for the organization in order to ensure sexual harassment free environment within the organization.

### ***Workplace Security and prevention from Harassment***

*INSTITUTE OF SOCIAL DEVELOPMENT is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided as needed and will be maintained with respect for employee privacy and dignity.*

INSTITUTE OF SOCIAL DEVELOPMENT expressly prohibits and will not tolerate any form of discrimination or harassment (including sexual harassment) based upon race, colour, religion, caste, national origin, sex, age, sexual orientation, marital status, or disability.

### **Guiding Principles**

INSTITUTE OF SOCIAL DEVELOPMENT's Anti Harassment policy applies to all employees and protects them from harassment by co-workers, seniors, suppliers and any other individual that they may encounter at the workplace.

Harassment includes but is not limited to:

Misconduct which creates a hostile work environment because of an employee's race, caste, colour, sex, religion, national origin or age

Posting or showing of photographs, calendars, cartoons or any other literature in soft and hard copy form which may be considered derogatory based on appropriate material of an offensive nature.

Communication of jokes which are of distasteful, racial, immoral, and sexual or sex biased nature.

Any other conduct that might be considered offensive by a group of employees or an individual or which creates a hostile work environment

Physical Harassment – Includes hitting, pushing or other aggressive physical contact or threats of physical harm that are either implicit or explicit physical harm that are either implicit or explicit.

Verbal Harassment – Includes derogatory or vulgar comments or the distribution of written or graphic material regarding a person's sex, religion, caste, age, ethnic heritage, physical

appearance, or threatening physical harm or the distribution of written or graphic material having such effects.

Examples of Harassing conduct include but are not limited to:

- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, caste, color, religion, region, nationality, sex, sexual orientation, marital status, age, or disability,
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group.
- Verbal threats, derogatory or offensive remarks, name calling, innuendo or degrading words used to describe an individual or individual characteristics in general, or any other demeaning or inappropriate comment.
- Visual conduct such as leering, Gesturing, displaying or distributing offensive objects or cartoons, graffiti, posters or magazines.
- Threats or insinuations that could affect an employee's terms and conditions of employment
- Actual or threatened physical abuse or conduct.

### **Sexual Harassment**

Sexual Harassment means any unwelcome sexual advances, comments, expressed or implied sexual demands, touch, joke, gesture, or any other communications or conduct of a sexual nature, whether verbal, written or visual by any person to another individual within the scope of INSTITUTE OF SOCIAL DEVELOPMENT's work. Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals regardless of their employment relationship.

"Sexual harassment" includes, but is not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions, leering, whistling, cornering, pinching, or patting.
- Demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, questions or stories of a sexual nature and offensive personal references.
- Sending sexually suggestive written or recorded material including pornographic material that is offensive and intimidating.
- Display of intimidating, or sexually suggestive objects, Pictures, posters, calendars or other visual material of a sexual or objectionable nature
- Pressure for sexual activity by offering employment benefits in exchange of expressed or implied sexual favours, threats or insinuations that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to any employee or employees may also constitute sexual harassment. Consensual, social relationships in the workplace are not considered to be sexual harassment. However, INSTITUTE OF SOCIAL DEVELOPMENT discourages supervisors from directly or indirectly supervising an employee with whom there is a personal relationship. It is expected that all employees will exercise discretion, professionalism and good judgement when there is a personal relationship between INSTITUTE OF SOCIAL DEVELOPMENT employees.

#### *Application and Scope of the Policy*

This policy shall extend to all employees within or associated with INSTITUTE OF SOCIAL DEVELOPMENT

#### **Committee Against Sexual harassment (CASH)**

To prevent or deter the incidence of any act of sexual harassment at the work place, the organization, set out a Committee Against Sexual Harassment (CASH) composed of three members. The complaints committees would be headed by a woman, with at least half the members being female.

*Any aggrieved person, shall make a complaint to the committee at the earliest and in any case within 15 days from the date of occurrence of the alleged incident." The complaint shall contain all the material and relevant details concerning the alleged behaviour, including the contravener's names. The complaints committee shall hold an enquiry and submit its recommendations of penalty to the head of the organisation. The head of the organisation shall, after giving an opportunity of being heard to the alleged offender, submit the case with the committee's recommendations to the management. The management of the organisation shall confirm with or without modification the penalty recommended.*

#### **Penalties for Discrimination, Harassment, Sexual Harassment or Retaliation**

Anyone subject to this policy who is found to have discriminated, harassed, coerced, intimidated or retaliated against another in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination of services. If after an objective investigation, a complaint is found to be false, the person who filed the complaint may be subject to disciplinary action, up to and including termination of services.

#### *Actions to be taken*

Any harassment/ discrimination except Sexual Harassment shall be taken up for resolution in consonance with the defined grievance procedures given in the policy on organisational conduct.

Based on the findings, Director may recommend:

- Verbal warning to cease the behaviour specifying the probable action if the behaviour continues.
- Written reprimand to cease the behaviour and dismissal if the behaviour continues
- Counselling to the accused person
- Termination of employment contract

#### *Grievance Procedures*

Employees are encouraged to first attempt to resolve their grievance through discussion with their co-worker or the concerned party. Discussions should take place in person wherever possible and not over email as this tends to exacerbate the problem.

As such, if informal discussions fail to resolve the problem, the employee shall bring the grievance to the attention of their immediate Supervisor/Officer/Administrative Officer in writing within a reasonable time, of occurrence of the cause of such grievance, in an effort to bring about a fair and reasonable solution.

Upon receipt of the representation, the immediate Officer shall call the aggrieved employee(s) and discuss the matter, and respond in writing to the employee at the earliest or within 7 days.

In the event of the employee being dissatisfied with the decision of the Manager or the grievance being against the Manager, the aggrieved person shall send a written grievance to the Director within a reasonable time, of occurrence of the cause of such grievance.

The Director should also investigate the issue and respond in writing to the employee at the earliest or within 15 days from receipt of such grievance by him/her.

Anonymous letters/emails from an individual or group of employees are strictly forbidden. INSTITUTE OF SOCIAL DEVELOPMENT, as a policy, does not acknowledge or respond to such communication.

Any grievance including minor or major misconduct except Sexual Harassment shall be taken up for resolution as per the defined grievance procedures.

