



Policy on Prevention of Sexual Harassment at the Workplace

Document name: Policy on Prevention of Sexual Harassment at the Workplace
Approval by Governing Board – July 2025
Version 1.0

Foreword by the President of Mashal

At Mashal, our mission has always been rooted in restoring dignity, fostering equity, and nurturing a culture of compassion and justice. As we continue to work alongside communities across the country, it is imperative that our own workplace reflects the values we advocate for in the world.

This *Policy on Prevention of Sexual Harassment at the Workplace* is not merely a compliance document—it is a declaration of our unwavering commitment to creating a safe, respectful, and inclusive environment for every individual associated with Mashal. Whether you are an employee, intern, volunteer, consultant, or visitor, your right to dignity and safety is non-negotiable.

Sexual harassment, in any form, undermines the very foundation of trust and respect that binds us together. Through this policy, we aim to ensure that every voice is heard, every concern is addressed, and every individual feels empowered to speak up without fear. The establishment of a robust Internal Committee, clear redressal mechanisms, and proactive preventive measures are all steps toward building a workplace where equality is not just envisioned but actively practiced.

I urge each member of the Mashal family to read this policy with care, understand its provisions, and uphold its spirit in daily interactions. Let us collectively foster a culture where respect is the norm, accountability is embraced, and safety is a shared responsibility.

Together, let us continue to build Mashal not just as a beacon of social change, but as a model of ethical and compassionate work culture.

Warm regards,



Sister Mary Alice,

President, Mashal

Date: 12.07.2025

Table of Contents

A. Preamble	4
B. Mashal's commitment	4
c. Scope of the Policy	4
D. What is sexual harassment?	4
E. Important definitions	6
F. Internal Committee	6
1. Constitution of the Internal Committee	6
2. Powers of the Internal Committee	7
3. Functions of the Internal Committee	8
G. Redressal Mechanism	8
1. Who can file the complaint?	8
2. What should be included in the complaint?	9
3. Timeline and process of filing the complaint	9
4. Conciliation process	9
5. Formal inquiry process	10
6. Interim relief	10
7. Ex-parte decision or termination of the inquiry	11
8. Final report and recommendations	11
9. Disciplinary actions	11
10. False and malicious complaint	12
H. Appeal	12
I. Confidentiality	13
J. Prevention Against Retaliation	13
K. Annual Report	13
L. Responsibilities of the Employer	13
M. Responsibilities of the Employee	14
N. Annexure	15
1. Details of Internal Committee Members	15
2. Templates for Annual Report	16
3. Complaint forms	18

Preamble

Mashal, a developmental Organization, has always searched for avenues to make her presence felt in the hearts of the economically, socially and culturally marginalized in different parts of the country. Envisioning the formation of a just and sustaining social order, where the values of love, equality and peace are nurtured and lived, her mission is to restore the human dignity of the marginalized and unwanted in society through the process of their involvement in collective decision-making action and reflection. Protecting the rights, promoting safe and secure workplace environment for everyone who is associated with Mashal, is at the core of her mission.

PURPOSE

To create and maintain safe work environment, free from sexual harassment & discrimination for all its employees. Establish guidelines as per the guidelines of “The Sexual harassment of women at workplace (prevention, prohibition & redressal) Act, 2013.

Mashal is committed to creating a safe working environment

Mashal is committed to providing a work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The organization is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity.

Mashal has a zero-tolerance policy to sexual harassment at the workplace and any offense of sexual harassment will be treated as misconduct under the organization's policy. In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (SHWW Act 2013) along with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, this policy defines what is sexual harassment and provides a framework towards prohibition and protection from sexual harassment at the workplace as well as redressal mechanism against complaints of sexual harassment.

Scope of the Policy

This policy is applicable to all employees (including those who are working virtually and/or working on a short-term project), including contract workers, probationers, trainees, apprentice, interns, volunteers and consultants.

In addition, the organization is committed to address any complaints of sexual harassment by any person (who is not an employee of the organization, for e.g. anyone visiting the workplace such as client, visitor, delivery person, cleaning staff, etc.), against any employee of the organisation.

The workplace includes:

- i. All offices or other premises where the Organization’s activities are conducted including Work from Home.
- ii. All Organization-related activities performed at any other site away from the Organization’s premises or during travel to such other place.

- iii. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

What is Sexual Harassment?

According to the Section 2 (n) and Section 3 (2) of the *Sexual Harassment of Women in the Workplace* (SHWW) Act 2013, sexual harassment includes any *unwelcome* sexually determined behavior/conduct (whether directly or implied) such as:

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

Additionally, presence or occurrence of the following circumstances may also amount to sexual harassment, if it occurs or is connected with any act or behavior of sexual harassment:

1. Implied or explicit promise of preferential treatment in the employment; or
2. Implied or explicit threat of detrimental treatment in the employment; or
3. Implied or explicit threat about the present or future employment status; or
4. Interference with the work or creating an intimidating or offensive or hostile work environment; or
5. Humiliating treatment likely to affect health or safety.

Examples of sexual harassment

Physical: Physical contact or advances, unwanted touching, **stroking**, stalking, giving massage, lingering handshakes, blocking path, standing too close, cornering etc.

Verbal: Asking for and/or demanding sexual favours, making sexual/sexist comments, making sexually suggestive comments/innuendos, asking about sexual history and preferences, discussing/commenting on personal issues such as marriage, pregnancy, appearance, and body, unwanted calls etc.

Non-verbal: Staring, whistling, catcalls, winking, showing pornography or sexually explicit material, sending inappropriate messages etc.

Virtual: Sending/forwarding inappropriate messages/videos shared via whatsapp, email, chats or any other online medium; displaying of suggestive/sexual/obscene pictures in the background during virtual video calls; sharing of suggestive/sexual emoticons or emojis; inappropriate dressing while attending an official video meeting; taking videos, screenshots/pictures or recording a video call without consent; insisting on video calls after office hours, unsolicited late night calls/chats; stalking someone online; etc.

Note. The above are some examples (but not limited to) of sexual harassment.

Determining what constitutes as sexual harassment depends upon the facts and the context in which the conduct occurs. It may take many forms — subtle and indirect, or blatant and overt. It is important to note that:

1. It may consist of repeated action or may arise from a single incident.
2. It may occur between peers or between individuals in a hierarchical relationship.
3. **Impact** of the behavior on the complainant takes precedence over **intent** of the respondent.

Important Definitions

1. **Aggrieved person**¹, in relation to a workplace, means a person, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment.
2. **Respondent** is a person against whom the aggrieved person has filed a sexual harassment complaint. Respondent can be an individual or a group of people.
3. **Workplace** refers to any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for the purpose of commuting to and from the place of employment. Further, it includes, but is not limited to, work related functions such as team events, meetings with stakeholders, award functions, official trips, off-site meetings or field visits, conferences etc.

Work emails, WhatsApp chats, SMS, calls, video conferencing (including Zoom calls, Microsoft Team Meetings etc.) and any other online platform used for work as well as WFH (work from home) will also come under the purview of this definition.

4. **Employer** refers to any person responsible for the management, supervision and control of the workplace. It will include members of the Governing Board and the Advisory Board.
5. **Employed** refers to a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis either directly or through an agent, including a contractor, with or without the knowledge of the employer, whether for remuneration or not, working on a voluntary basis or otherwise, whether the terms of employment are express or implied.
6. **Internal Committee** refers to the committee, constituted as per the Section 4 of the SHWW Act 2013, which deals with all complaints and allegations of sexual harassment at the workplace.
7. **Local Committee** refers to the committee, constituted as per the Section 6 & 7 of the SHWW Act 2013, appointed by the District Officer, which will receive complaints of sexual harassment from establishments where the Internal Committee has not been constituted due to having less than ten employees or if the complaint is against the Employer.
8. **Appellate Authority** refers to the authority notified under clause (a) of Section 2 of the Industrial Employment (Standing Order) Act, 1946.

Internal Committee

1. **Constitution of the internal Committee** - For prohibition and redressal of all complaints of sexual harassment, Mashal has set up an Internal Committee. The Internal Committee consists of a minimum of four members who have been chosen in accordance with the provisions of the SHWW Act 2013.

The Internal Committee comprises of:

- i. The Presiding Officer, who is a woman, employed at a senior level in the organisation.
- ii. At least two members from the organization committed to the cause of women or having experience in social work or have legal knowledge.

¹ While the SHWW Act 2013 recognizes only woman as an aggrieved person, under a gender-neutral policy, any person, regardless of their gender, can file a complaint of sexual harassment. Hence, the term used here is aggrieved person.

² Section 2 (f) of the SHWW Act 2013

- iii. One external member who is committed to the cause of woman or is familiar with the issues related to sexual harassment.
- iv. At least 50 percent of the total members are women.
- v. The Employer is not a member or the Presiding Officer of any Internal Committee.

The Employer has nominated all members of the Internal Committee, including the Presiding Officer, for a period not exceeding three years from the date of their nomination. The organization may at their discretion change the constitution of the Internal Committee, remove member(s) and reappoint new member(s) in accordance with the provision of the SHWW Act and Rules, 2013.

The names and contact details of all Internal Committee members are displayed at prominent places at each of its offices as well as on the internal website/intranet of the organization (Annexure 1 for details of IC members).

Any member will cease to be a member of the Committee upon ceasing to be a member of the organization for any reason whatsoever. Further, any member and/or the Presiding Officer will be removed from the Committee if s/he:

- i. Breaches any provision of the policy; or
- ii. Is found guilty in any disciplinary proceedings or any misconduct in accordance with the rules and values of the organization; or
- iii. Is found guilty of committing an act of sexual harassment.

Any vacancy will be filled by fresh nomination in accordance with the appropriate guidelines.

If the member or the Presiding Officer is related to the Respondent or the Complainant or is otherwise conflicted in any manner whatsoever, they will recuse themselves from the Internal Committee for that particular investigation.

In case the Complainant or the Respondent is a member/Presiding Officer of the Internal Committee, the member will recuse himself/herself from the case and a new Internal Committee will be constituted that will look into the matter.

In case the Complainant or the Respondent is the Employer, the complaint will be forwarded to the Local Committee.

2. ***Powers of the internal Committee*** - For carrying out its duties under its policy, the Internal Committee have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908, namely:

- i. Summoning and enforcing the attendance of any person and examining them under oath;
- ii. Requiring the discovery and production of documents; and
- iii. Any other matter, which may be prescribed under the Act.

3. ***Functions of the internal Committee*** - The Committee will be responsible for:

- i. Receiving complaints and conducting inquiries in accordance with the procedures set out below and applying principles of natural justice.
- ii. Ensuring compliance with the policy in all actions taken under, or in connection with, this policy;

- iii. Submitting final report and recommendations to the Employer.
- iv. Maintaining strict confidentiality throughout the inquiry process.
- v. Provide assistance to the female complainant, if she so desires, to file the complaint with appropriate authorities in relation to the offence under IPC3.
- vi. Provide support to the Complainant if the Respondent is not an employee of the organisation.
- vii. Maintain detailed documentation of all cases, inquiry processes, and recommendations made, at a secure location.
- viii. Submit Annual Report, at the end of each calendar year, in the prescribed format (Annexure 2), to the concerned government department along with a copy to the Employer.
- ix. All Internal Committee members will meet at least twice a year to discuss:
 - a. Any changes/amendments in the SHWW Act 2013;
 - b. Cases (without revealing the identities) to understand the nature of the complaints and create sensitization plans in order to reduce the reoccurrence of such events.

Redressal Mechanism

1. ***Who can file a complaint?*** The Complainant can lodge a written complaint with any member/s of the Internal Committee. If the Complainant is unable to make the complaint in writing, the Presiding Officer or any member of the Internal Committee will provide all reasonable assistance to the Complainant for writing the complaint.

If the Complainant is unable to make a complaint on account of physical incapacity, a complaint may be filed on the Complainant's behalf, with the prior written consent of the Complainant, by

- A relative, friend, co-worker,
- An official of the National/State Commission for Women, or
- By any person who has knowledge of the incident.

If the Complainant is unable to make a complaint on account of mental incapacity, a complaint may be filed on the Complainant's behalf by a relative, friend, a special educator, a qualified psychiatrist or psychologist, the guardian or authority under whose care the Complainant is receiving treatment or by any person who has knowledge of the incident jointly with any of the other persons mentioned above.

If the Complainant is unable to lodge a complaint for any other reason, a complaint can be lodged by any person who has knowledge of the incident of sexual harassment faced by the Complainant, with the written consent of the Complainant.

Where the Complainant is deceased, a complaint may be filed by any person who has knowledge of the incident with the prior written consent of the legal heir of the deceased Complainant.

³ This will be applicable only when the complainant is a woman, because the SHWW Act 2013 does not recognise man as a complainant under this Act.

2. ***What should be included in the complaint?*** The complaint should contain the following information (See Annexure 3 for details):
- i. Name and details of the Complainant (such as designation, department, email id and mobile number);
 - ii. Name and details of the Respondent (such as designation, department, name of the organisation (if not from the same organisation} email id and mobile number as well as reporting structure between the complainant and the respondent);
 - iii. Date, place and time period of the incident.
 - iv. Description of the incident.
 - v. List of supporting documents/evidence (including but not limited to emails, voicemails, texts, messages, pictures, screen shots etc.);
 - vi. Details of witness/es and their contact details.
 - vii. The effect of the incident(s) on the Complainant's ability to perform her job and relief that is sought from the employer.

3. ***Timeline and process of filing the complaint:*** The Complainant should file a written complaint within a period of three months from the date of occurrence of the incident of sexual harassment and in case of a series of such incidents, within a period of three months from the date of the last incident. The Internal Committee can extend the timeline by another three months, if it is satisfied that circumstances existed (reasons have to be given in writing), which prevented the Complainant from filing the complaint within the prescribed time period.

At the time of lodging the complaint, the Complainant has to submit six signed copies (if submitting hard copies) of the complaint with supporting documents/evidence along with the names and addresses of the Witnesses, if any. The complaint can be also submitted electronically with the Internal Committee members.

The Presiding Officer must acknowledge the receipt of the complaint in writing immediately after receiving the complaint. After establishing that it is a case of sexual harassment, the Internal Committee will forward the complaint, along with the supporting documents and details of witnesses, if any, within seven working days to the Respondent.

The Respondent has to submit a response to the complaint in writing, along with any supporting documents and names and addresses of the Witness/es, if any, with the Internal Committee within a period of ten working days from the date of receipt of the said complaint.

4. ***Conciliation process:*** Prior to initiating a formal enquiry into the Complaint, the Internal Committee may, only at the written request of the Complainant, take steps to settle the matter between the Complainant and the Respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- i. If a settlement is reached between the Complainant and the Respondent, the Internal Committee will record the settlement and forward the same to the organisation. The organisation will take appropriate action as recommended by the Internal Committee.
 - ii. The Internal Committee is required to provide the Complainant and the Respondent with copies of the settlement for their records.

- iii. In the event a settlement is reached between the Complainant and the Respondent, the Internal Committee will not conduct any further inquiry.

The Internal Committee will initiate the formal inquiry process if:

- i. No settlement is reached **between** the Complainant and the Respondent.
- ii. The terms and conditions of the settlement are not implemented.
- iii. The Complainant opts for formal inquiry.

5. **Formal inquiry procedure:** The Internal Committee will initiate the formal inquiry process in accordance with the principles of natural justice. All proceedings of the Internal Committee will be conducted with the presence of a minimum of three members of the Internal Committee. It is mandatory for the Presiding Officer to be present for all proceedings. Wherever face-to-face inquiry is not possible, the Internal Committee will conduct the inquiries virtually.

The Internal Committee will notify the Complainant and the Respondent (as well as the Witnesses, if any) of the time and venue for the hearing(s).

The Internal Committee will decide the appropriate process for gathering relevant information from the Complainant, the Respondent and any Witnesses on a case-to-case basis. In each case the Complainant and the Respondent will have the opportunity to present their case separately to the Internal Committee. A legal practitioner cannot represent them at any stage of the proceedings.

The Internal Committee will record all proceedings of the inquiry, and minutes of the meeting will be shared on timely basis with the Complainant and the Respondent respectively.

The Complainant and the Respondent will have the right to cross-examine each other and/or the witnesses, as the case may be. The Internal Committee can decide the process to be followed for cross-examination on case-to-case basis.

The Internal Committee shall ensure that the enquiry into the Complaint is completed within a period of ninety days from the date the complaint was received.

6. **Interim relief.** During the course of the inquiry, the Internal Committee, at the written request of the Complainant, can recommend following to the Employer:
 - i. Transfer the Complainant or the Respondent to any other branch, department, team, project etc. as feasible;
 - ii. Grant leave for up to three months to the Complainant. The leave granted to the Complainant will be in addition to the leave they are otherwise entitled to;
 - iii. Prevent the Respondent from reporting on the work performance of the Complainant or writing the appraisal report and assign such tasks to another staff; or
 - iv. Grant such other relief to the Complainant as may be prescribed under applicable law.

7. ***Ex-parte decision or termination of the inquiry:*** The Internal Committee has the right to terminate the inquiry proceedings or to give an *ex parte* decision in the event the Complainant or Respondent fails to present herself / himself, respectively, before the Internal Committee, without showing sufficient cause, for three consecutive hearings. However, a notice of 15 days will be provided to them, prior to passing the ex-parte order.

8. ***Final report and recommendations:*** After the formal inquiry process is over, the Internal Committee will prepare a final report, which will include a summary of the proceedings, copy of the complaint as well as the evidence submitted by the parties and the witnesses. The Internal Committee will submit the final report to the Employer within a period of ten days from the date of completion of the inquiry. A copy of the final report will be given to both Complainant and the Respondent.

The final report will include recommendations as well as disciplinary action(s) to be taken if the Respondent is proven guilty. The report has to be signed by all the members of the Internal Committee.

The Employer has to take action based on the recommendations of the Internal Committee within a period of sixty days from the date of receiving the final report. The decision of the Internal Committee will be final and only the Complainant/Respondent can make an appeal against their recommendation.

9. ***Disciplinary action⁴:*** If the Internal Committee arrives at the conclusion that the allegation against the Respondent has not been proved, it may recommend that no action will be taken.

If the Internal Committee arrives at the conclusion that the allegation has been proved, depending on the gravity of the case, the Internal Committee may make the following recommendations:

- i. To take action against the Respondent including declaring the action to be “misconduct” under the provisions of the applicable service rules/policy, as well as recommend one or more of the following:
 - a. Written apology.
 - b. Warning, reprimand, or censure.
 - c. Withholding of promotion.
 - d. Withholding of pay rise or increments.
 - e. Termination from service
 - f. Direction to undergo counselling sessions; and/or
 - g. Direction to carry out community service.
- ii. Deduct from the salary of the Respondent, such sum, as it may consider appropriate to be paid to the Complainant. If the Employer is unable to deduct such amount due to the

⁴ The disciplinary actions mentioned here are in accordance with the SHWW Act 2013. If the complainant identifies as a woman, then the disciplinary actions will be recommended as per the Act. However, if the complainant is a man, then the disciplinary action will be based as per the Disciplinary Policy/Code of Conduct policy of the organisation.

Respondent being absent from duty or cessation of employment, the Internal Committee will direct the Respondent to pay the amount directly to the Complainant.

If the Respondent fails to pay the amount, the Internal Committee will forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer authorised under the SHWW Act 2013.

To determine the quantum of compensation to be paid to the Complainant, the Internal Committee will consider the following:

- a. Mental trauma, pain, suffering, and emotional distress caused to the Complainant.
- b. Loss in the career opportunity due to the incident of sexual harassment.
- c. Medical expenses incurred by the aggrieved for physical or psychiatric treatment.
- d. Income and financial status of the respondent; and
- e. Feasibility of such payment in lump sum or instalments. \f

10. False and Malicious Complaints During the course of the inquiry if it is found that the Complainant has made a false or malicious complaint or submitted false documents implicating the Respondent, the Internal Committee can initiate separate proceedings against the Complainant. The malicious intent on part of the complainant has to be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

If found guilty, the consequences include disciplinary action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, termination from service or undergoing counselling sessions or carrying out community service or any other disciplinary action as it may deem fit against the Complainant.

It is clarified that the mere inability of the Complainant to substantiate a complaint made to the Internal Committee does not amount to a false or malicious complaint.

Appeal

Any person⁵ aggrieved either by the recommendations of the Internal Committee or in case of non-implementation of the recommendations may make an appeal against the same under Section 18 of the Act, within a period of ninety days from the date on which the recommendations are made. The appeals can be filed with Appellate Authority notified under clause (a) of Section 2 of the Industrial Employment (Standing Orders) Act, 1946.

Confidentiality

The contents of the complaint, the identity and address of the Complainant, Respondent and Witnesses, any information relating to conciliation and inquiry proceedings, recommendations

⁵ Appeal can be made either by the respondent or by a complainant who identifies as a female. Under the SHWW Act 2013 a complainant, who doesn't identify as a female, will not be able to file an appeal and may choose a different legal recourse.

of the Internal Committee and the action taken by the Employer under this Policy, will not be published, communicated, or made known to the public, press or media in any manner.

If any person entrusted with the duty to handle the complaint, inquiry or any recommendation or action to be taken under the Act contravenes this provision, the organization is entitled to recover a sum of INR 5000/- (INR Five Thousand Only) as penalty from such person.

Prevention against Retaliation

The organization will not accept any form of threat, intimidation, and retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment. Any employee indulging in retaliatory behavior will be subjected to an investigation for misconduct and if found guilty, liable for appropriate penalties / Punishment.

Annual Report

Internal Committee will submit the Annual Report, at the end of each calendar year, in the prescribed format, to the concerned government department, along with a copy to the Employer. The Annual Report will include the following information:

1. Number of sexual harassment complaints received in a year.
2. Number of complaints disposed of during the year.
3. Number of cases pending for more than 90 (ninety) days.
4. Number of trainings conducted in a year;
5. Nature of action taken by the organisation.

Responsibilities of the Employer

1. Provide a safe working environment at the workplace.
2. Treat sexual harassment as misconduct under the service rules/code of conduct. /sE
3. Constitute Internal Committee as per the provisions of the Act.
4. Display the penal consequences of sexual harassment and contact details of Internal Committee members at prominent spaces (such as notice boards, toilets, common areas, cafeterias etc.) in every office, in English and vernacular languages (wherever applicable).
5. Organise workshops and awareness programs annually to sensitize the employees of the provisions of the Act and annual orientation and skill building programs for the members of the Internal Committee.
6. Provide necessary facilities to the Internal Committee for dealing with complaints that may be initiated under this Policy and conducting an enquiry.
7. Assist in securing the attendance of the Respondent and Witnesses before the Internal Committee.
8. Provide assistance to the Complainant⁶ if she chooses to file a formal complaint against the Respondent under the Indian Penal Code or any other statute.
9. Monitor timely submission of reports by the Internal Committee.
- io. Ensure that the confidentiality is maintained to protect the identity of the Complainant, Respondent, Witness/es and all information related to the case. The Employer will also

⁶ Applicable only if the complainant identifies as a female

ensure that they are not victimized or discriminated against, in any manner, at any time during or after the inquiry.

11. The employer's responsibility is to take action based on the recommendations made by the Internal Committee. However, they cannot interfere with the inquiry process, and/or challenge the recommendations of the Internal Committee.
12. In case the complaint is submitted to the board, management, HR or supervisor, they need to direct the complaint to the Internal Committee.

Responsibilities of the Employees

1. Maintain a harmonious working environment and treat each other with respect.
2. Familiarize themselves with the POSH Policy and associated documents and attend trainings.
3. Be aware of the channels available to them for addressing issues related to sexual harassment.
4. Ensure that instances of sexual harassment are reported to the appropriate authorities in the organization whether or not they are the aggrieved person.
5. Ensure confidentiality in all matters in case they are either directly involved in the case or have become privy to the incident.
6. As an aggrieved person, respondent, or witness, provide their full cooperation during the inquiry.

1st version Approved by Governing Body of Mashal on: 12.07.2025

Valid from 12.07.2025 to 30.06.2028

Chinnamma

Chinnamma KC,

Secretary,

Mashal



ANNEXURES

-ANNEXURE 1: DETAILS OF INTERNAL COMMITTEE MEMBERS

Name	Official Designation	Internal Committee Designation	Phone Number	Official Email Id		Internal Committee Email Id

ANNEXURE 2a: TEMPLATE OF ANNUAL REPORT FOR DISTRICT OFFICER

Date:,

To,
<Name of District Officer> or
<Department of Women and Child Development> in case District Officer is not notified
<Address>

Subject: Submission of Annual Report as mandated under Sector 21(1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Respected Sir/Madam,

We are submitting this annual report in lieu of the guidelines adopted from the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013, for the year 20xx.

Number of complaints of sexual harassment received in 20xx	
Number of complaints disposed of in 20xx	
Number of cases pending for more than 90 days	
Number of awareness programs against sexual harassment carried out in 20xx	
Nature of action taken by the employer in the complaints	

The report has been prepared in compliance with Section 21 (1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

[Signature of the Presiding Officer]
<Name of the Presiding Officer>
Presiding Officer, Internal Committee
<Name of the organization>
<Address and organization seal>

Name and signature of the Internal Committee Member 1

Name and signature of the Internal Committee Member 2

Name and signature of the Internal Committee Member 3

Name and signature of the External Committee Member

ANNEXURE 2b: TEMPLATE OF ANNUAL REPORT FOR THE EMPLOYER

Date: _____

To,

<Name of the employer>
<Designation>
<Name of the organisation>
<Address>

Subject: Submission of annual report as mandated under Sector 21(1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Dear.,

We are submitting this annual report in lieu of the guidelines adopted from the Prevention of Sexual Harassment of Women at Workplace Act 2013, for the year *[Insert calendar year]*. A copy of the same has been submitted to the District Officer [**or to the Department of Women and Child Development in case the District Officer has not been notified/details are not available*].

Number of complaints of sexual harassment received in 20xx	
Number of complaints disposed of in 20xx	
Number of cases pending for more than 90 days	
Number of awareness programs against sexual harassment carried out in 20xx	
Nature of action taken by the employer in the complaints	

The report has been prepared in compliance with Section 21 (1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

[Signature of the Presiding Officer]
<Name of the Presiding Officer>
Presiding Officer, Internal Committee
<Name of the organization>
<Address and organization seal>

Name and signature of the Internal Committee Member 1
Name and signature of the Internal Committee Member 2
Name and signature of the Internal Committee Member 3
Name and signature of the External Committee Member

** Only if the details of District Officer are not available or if a state has specifically mandated, the report will be filed with Department of Women and Child Development.*

ANNEXURE 3: COMPLAINT FORM

Name and details of the complainant:

Name and **details** of the Respondent/s:

Date/time period of the incident:

Place of the incident:

Description of the incident(s):

List of **supporting** documents/evidence (*can be attached as annexure*):

- i.
- 2.

Witness/es and **their** contact details (phone number/email id etc.)

- 2.

I declare that the contents of the complaint are genuine, true, and correct to my knowledge and no part is false or fabricated. No facts have been concealed in the complaint to the best of my knowledge. In case the Internal Committee (IC) finds out that I have made a false and malicious complaint or submitted false evidence, I am aware that it may instruct the organization to take strict disciplinary action against me.

Name of Complainant:

Signature of the Complainant:

Date:

If another person is filling the complaint on behalf the complainant.-

Name of the person filling the form <i>(in case the complainant is not in the position to write)</i>	
Relation with the Complainant <i>(colleague/family member MCW member etc.)</i>	
Reason for complainant not being able to fill the form themselves <i>(this could be due to physical or mental incapacity such as trauma)</i>	

I declare that the contents of the complaint filed are genuine, true, and correct to my knowledge and no part is false or fabricated. No facts have been concealed in the complaint to the best of my knowledge. In case the Internal Committee (IC) finds out that I have made a false and malicious complaint or submitted false evidence, I am aware that it may instruct the organization to take strict disciplinary action against me/complainant.

Name:

Signature:

Date:

Name of Complainant:

Signature of the Complainant:

Date: