



Square Yards' Prevention of Sexual Harassment at Work Place (POSH) Policy

India's Largest
Integrated Real Estate Platform

Law towards **Sexual Harassment** in India

The intent behind POSH law
is to:



| Provide Safe Working
Environment at Workplace



| Reporting Sexual
Harassment at Workplace,
and



| Redressal of Sexual
Harassment Complaint
received under the POSH
Policy



Objectives of SY POSH Policy

To create a conducive work environment built on tolerance, understanding, cooperation and respect.

Not to tolerate any form of sexual, physical, verbal, or psychological of female employees.



To provide a clear and fair disciplinary procedure including an employee's right to be heard.

To respect our employees' right to privacy.

SY POSH policy prohibits any kind of Sexual Misconduct against Women. Sexual Misconduct means any act by a male towards a female which exhibits unwelcome sexually determined behavior (whether directly or by implication) such as:

- a. Physical contact and advances;
- b. A demand or request for sexual favors;
- c. Sexually colored remarks;
- d. Showing pornography;
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

- a. Complainant to file Sexual Harassment complaint with either Human Resource Department or any of the Internal Complaints Committee Member.
- b. Submit All facts and material (if any) in support of the Complaint as evidence.
- c. Truthfully disclose everything to HR Head/Committee members.

ICC shall drive the POSH program within the organization, ensure fair investigation into any POSH Complaints received and dispose the same as per the POSH policy.

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POSH SOP


- Receive Posh Complaint
- Initiate Investigation Into The Complaint
- Collecting Information From Complainant & Respondent
- Prepare Investigation Report With Help From External Member Of ICC
- Place The Investigation Report Before The ICC
- ICC To Pronounce Its Decision
- Execution Of The Decision

Examples of Conduct that creates a Hostile Environment


- Talking about sex
- Telling obscene jokes
- Using endearments, crude or offensive language
- Unsolicited or unwanted touching of any part of clothing or body or commenting on someone's physical appearance
- Talking about /spreading rumours about someone's sexual orientation or sex life
- Showing sexually suggestive pictures, notes, magazines or cartoons
- Using sexually suggestive gestures
- Staring, cornering, following, blocking the pathway, or stalking
- Persistent requests for dates, outings, lunches, dinners etc.




Harassment




Gazing, leering, vulgar gestures, cat calling, doing kissing sounds, lip smacking and biting.




Showing sexually vulgar things like image, video, or other objects.




Unhealthy comments and dirty jokes over women's body and clothing. Sharing and telling non-veg jokes and obscene stories.



Abusing power by demanding sexual favours and threatening for 'loss of job' over same.



Touching, caressing, leaning, kissing over someone's body. Winking eyes, lip licking and kissing pouts.



Blocking path, following/stalking and cornering.

What does not constitute as **Workplace Sexual Harassment?**



Making to follow up on work, due to being absent.



Disapproving action for deadline and work reasons.



Physical contacts like touching, tapping or brushing, without any sexual intent or intimation.



Practical feedback about the job.



Work-related emergency communication during late night hours.



Consensual Relationships and Complimenting someone without ill-intent.



- Consensual relationships are not harassment if they are welcomed by the persons involved. Only unwelcome conduct can be sexual harassment. Conduct is unwelcome if the recipient does not appreciate it, initiate it, and regards it as offensive.
- If a consensual relationship ceases to exist, conduct once considered welcome may later be seen as unwelcome. Either person in a consensual relationship has the right to end it, at any point in time, and do so without fear of retaliation at the job.
- In such cases of ceased consensual relationships, if one of them objects to behaviour that was earlier welcome, the other is required to stop such behaviour. In the event of continuance of such behaviour despite objecting, it would be treated as sexual harassment

What steps can Employees take to avoid Sexual Harassment?

DO's	DON'Ts
<ol style="list-style-type: none">1. Trust your own instinct about possible danger. Discuss it with a close friend or confidant2. Report sexual harassment to the Company's Harassment Redressal Committee.3. Maintain complete professionalism while communicating with colleagues whether on duty or off duty.4. Be supportive of people who wish to talk about their being sexually harassed & direct them to the appropriate persons/authorities.5. Immediately inform the alleged harasser that the behavior is unwelcome6. Reinforce your statements with a firm tone and professional body language.	<ol style="list-style-type: none">1. Do not pretend it did not happen2. Do not feel compelled to accept behavior that makes you uncomfortable, even if others are willing to tolerate it.3. Do not use abusive language in the vicinity or in front of the office.

Lessons to deal with **Sexual Harassment**



It is not normal, so don't ignore it.

Don't try to make it like you didn't feel awkward, let the person know that the action he/she did made you uncomfortable.



If things don't stop there, Report to ICC.

Let the ICC know about complete incident, in full detail.



Whatever happens, don't make it your new normal.

Not letting the person know, or not complaining to ICC, will build the confidence of doer in one way or the other. Don't accept such behaviour by making it a habit.



THANK YOU