

PRAYAS JAC SOCIETY

Policy for Prevention of Sexual Harassment at the Workplace (POSH)

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1. Objective

At Prayas JAC Society, we believe that every individual has the right to work in an environment that upholds dignity, equality and respect. As an organization committed to child protection and social justice, we recognize that creating a safe and inclusive workplace is fundamental to our values and mission. We maintain a **zero-tolerance policy** toward sexual harassment in any form and are dedicated to preventing, prohibiting, and addressing such conduct through a fair and gender-sensitive mechanism. Our POSH policy reflects our commitment to ensuring that all employees feel safe, supported, and empowered to raise concerns without fear of retaliation while also ensuring that those found guilty of misconduct are held accountable through appropriate disciplinary and legal action.

2. Legal Basis

This policy is framed in alignment with the legal framework established by the Government of India to address sexual harassment at the workplace. It draws upon:

- a) The Vishakha Guidelines (1997) issued by the Supreme Court of India.
- b) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013.
- c) Relevant provisions of the Constitution of India, particularly Article 14 (Right to Equality), Article 15 (Prohibition of Discrimination), and Article 21 (Right to Life and Dignity).

3. Scope

This policy applies to all women associated with Prayas JAC Society, including but not limited to:

- a) Permanent, temporary, contractual, part-time, consultants, *ad-hocs*, interns
- b) Volunteers, field workers, and fellows
- c) Service providers, partners, vendors, visitors
- d) All work-related settings including offices, project sites, field locations, online workspaces, travel, events, and training programs

4. Definitions

4.1 Complainant: Any female employee as defined under Section 4.2 who makes a complaint of sexual harassment.

4.2 Employee: 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 principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

4.3 Employer: The head of the office/organization/department where the complainant is working; any person responsible for management, supervision and control of a workplace.

4.4 Respondent: The employee or employer against whom the complaint is made.

4.5 Internal Committee (IC): The committee responsible for redressal of sexual harassment complaints.

4.6 Sexual Harassment includes, but is not limited to, the following unwelcome acts or behaviour (direct or implied):

- a) Physical contact and advances
- b) Demand or request for sexual favours
- c) Sexually suggestive or sexually colored comments, jokes, messages, or gestures
- d) Displaying or sharing sexually explicit content
- e) Making remarks about a person's body or sexuality
- f) Stalking, leering, or inappropriate staring
- g) Cyber harassment, including sending unsolicited explicit messages or misuse of digital platforms
- h) Non-consensual sharing of private or intimate information
- i) Any conduct that creates a hostile, offensive, or intimidating work environment
- j) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4.7 Workplace means any department, office, shelter home, office under the aegis of Prayas JAC Society or any place visited by an employee arising out of or during the course of employment.

5. Internal Committee (IC)

In accordance with the POSH Act and extended by internal policy:

5.1 An Internal Committee (IC) shall be established at the head office in New Delhi and all places where number of employees is more than 10.

5.2 Composition of Internal Committee:

- a) **Presiding Officer:** A woman employee at a senior level in the workplace where the complainant works. In case of non-availability of a senior woman employee, administration can nominate any other senior woman employee from other department/organization. (as per legal mandate)

- b) **Two Members:** Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;.
- c) **One External Member:** An independent person familiar with women rights.
- d) At least **50 percent of the members** must be women as per the POSH Act.

5.3 Term of Internal Committee

The Presiding Officer and members of the Committee shall hold office for a period not exceeding three years from the date of their nomination as per Section 4(3) of the POSH Act.

6. Complaint Redressal Mechanism

6.1. Filing a Complaint:

- a) Any female employee who experiences sexual harassment in a workplace can file a complaint in writing. In case the female employee is not in a position to write the complaint, IC shall provide all necessary assistance to the female employee to submit the complaint in writing.
- b) Complaint be made within three months from the date of the incident and in case of series of incidents, three months from the date of the last incident.
- c) The IC may extend this timeline for another three months after recording sufficient reasons.
- d) A colleague, friend, or relative may also file the complaint on behalf of the victim, if needed.

6.2 Mode of Complaint Submission: Written complaints should be submitted by email only.

6.3 Contents of the Complaint: The complaint should include the following information under the format in Annexure-1

- a) Name and contact details of the complainant
- b) Details of the incident(s), including date, time, and place
- c) Name(s) of the respondent(s), if known
- d) Names of any witnesses
- e) Supporting evidence, if any (e.g., messages, emails, photographs, recordings) under the format in Annexure-3

6.4 Acknowledgement of Complaint

- a) The IC will acknowledge receipt of the complaint within 7 working days in the format in Annexure - 2

- b) The respondent will be informed about the complaint by a notice in the format in Annexure- 6 and provided an opportunity to respond within 7 working days according to the format in Annexure- 7
- c) The respondent will be given a chance to read the complaint and supporting evidence, if any, only before the IC for confidential reasons.
- d) The respondent shall be intimated in writing about initiation of the inquiry proceedings against him.

6.5 Conciliation:

- a) At the request of the complainant, the IC would take steps to settle the matter between the complainant and the respondent through conciliation. (Format attached in Annexure- 11)
- b) In case of settlement, IC will record statements of both the parties, record the settlement so arrived and forward the same to the Employer. (Format attached in Annexure- 13)
- c) A copy of the settlement shall be given to both the parties.
- d) In case of settlement, inquiry shall be dropped and proceedings be concluded.
- e) Monetary settlement cannot be a basis for conciliation.

6.6 Withdrawal of complaint:

- a) Complainant may withdraw the complaint at any time, before the order of IC. (Format attached in Annexure- 12).
- b) However, the IC shall ensure that such withdrawal is not a result of any pressure or threat, in which case, appropriate action may be initiated against such persons who forces the female employee to withdraw her complaint.

6.7 Inquiry Process:

- a) Both parties shall be given equal opportunity of being heard, to present evidence, documents and produce witnesses.
- b) IC can summon any person for examination on oath and require production of documents.
- c) In case any party is appearing online, the proceedings may be conducted securely and take all plausible precautions to ensure that no recording is being done, unless the complainant or respondent seeks for recording the proceedings in writing. Recording of the proceedings without authorization will invite disciplinary proceedings against such persons.
- d) Any electronic evidence provided must be certified as original by the party submitting it.

- e) During the entire proceedings before the IC, the members shall take written notes of the submissions and make sure the notes include accurate words as spoken by the Complainant. Such notes be kept strictly confidential and be used only for the purpose of investigation. (Annexure-8)
- f) Statements shall be recorded in writing and signed by all parties. (Annexure-17)
- g) The inquiry shall be completed within 90 days from the date of receipt of the complaint.
- h) Confidentiality shall be strictly maintained at all stages. (Annexure- 18)

6.8 Action

- a) Within **10 days** of completion of inquiry, the IC shall submit its **final report** to the employer with its findings and recommendations.
- b) The organization will act on the recommendations within 60 days thereafter.
- c) Disciplinary actions may include:
 - i. Written Apology warning and counselling,.
 - ii. Transfer, suspension or termination of employment,
 - iii. Reduction of pay or non-payment of salary, increment, demotion of the respondent for a specific period.
- d) In case of criminal offense, assistance shall be provided to the complainant to initiate appropriate legal proceedings.
- e) If the complaint does not fall under the POSH Act but indicates misconduct, it will be addressed under the Code of Conduct.

6.9 Appeal:

Either party may prefer an appeal against the IC's decision to the appropriate Court or Tribunal in accordance with law within 90 days from the date of order.

7. False or Malicious Complaints

- a) A complaint made with malicious intent may attract disciplinary action.
- b) However, inability to substantiate a complaint with evidence does not by itself amount to malicious intent.

8. Confidentiality

- a) All proceedings and records will remain strictly confidential.
- b) The identity of the complainant, respondent, and witnesses will not be disclosed, in compliance with Section 16 of the POSH Act and internal confidentiality norms.
- c) If any party discloses the identity of the complainant, respondent, witnesses, or information related to the inquiry without authorization, it shall be considered a breach of policy and will invite appropriate disciplinary action by the organization.

9. Support and Protection

- a) Protection from retaliation, intimidation, or victimization
- b) Option for the complainant or respondent to seek transfer or leave during the inquiry
- c) Access to psychological or legal counselling support (internal or external referral)
- d) Post-inquiry follow-up to ensure well-being

10. Capacity Building and Awareness

- a) Orientation for all new staff on the POSH policy at the time of onboarding
- b) Annual anti-harassment workshops
- c) Display of IC details and rights at all workplaces
- d) Policy be made available in English and regional languages

11. Policy Review

This policy may be reviewed and updated every two years, or earlier if needed, to reflect legal developments and organizational values.

FORMATS FOR PRAYAS JAC POSH POLICY

ANNEXURE 1: COMPLAINT SUBMISSION FORMAT

Prayas JAC Society

Internal Committee (IC)

COMPLAINT

(Under POSH Policy & POSH Act, 2013)

To,

Internal Committee, Prayas JAC Society

Subject: Complaint under POSH Policy

Complainant Details:

1. Name:
2. Designation:
3. Department/Project:
4. Mobile:
5. Email id:

Incident Details (Please add rows accordingly)

S.No.	Date	Location	Respondent	Any Witness available or not	Description of the Incident	Whether Evidence is available or not

Sincerely,

[Name and Signature of the Complainant]

Date:

Place:

ANNEXURE 2: ACKNOWLEDGMENT OF COMPLAINT FORMAT

(To Be Issued By IC)

Prayas JAC Society

Internal Committee (IC)

ACKNOWLEDGMENT OF COMPLAINT

(Under POSH Policy & POSH Act, 2013)

To,

[*Complainant's Name*]

Subject: Acknowledgment of POSH Complaint Submission

Dear [*Complainant*],

We acknowledge receipt of your complaint dated [*DD/MM/YYYY*] submitted to the Internal Committee. Your complaint has been taken into record and will be processed in accordance with the POSH Policy of Prayas JAC Society.

A copy of the policy and further guidance will be shared with you shortly.

Sincerely,

Presiding Officer, IC [*Name and Signature*]

Date:

Place:

ANNEXURE 3: EVIDENCE SUBMISSION FORMAT

Prayas JAC Society

Internal Committee (IC)

EVIDENCE SUBMISSION FORM

(Under POSH Policy & POSH Act, 2013)

1. Complainant/Respondent Details

- i. Name:
- ii. Designation/Department:
- iii. Contact Number:
- iv. Email ID:
- v. Role in the case: Complainant Respondent Witness

2. Complaint Reference Details

- i. Complaint No.:
- ii. Date of Filing Complaint:
- iii. Place of filing:

3. Description of Evidence Submitted *(Please describe each item of evidence being submitted)*

S. No.	Type of Evidence (Electronic media/document/ oral)	Description of Evidence	Date of Evidence	Original/Copy	Remarks

4. Declaration

I hereby declare that the information and materials submitted above are true and accurate to the best of my knowledge. I understand that this evidence will be used solely for the purpose of inquiry under the POSH policy by the Internal Committee of Prayas JAC Society. I also acknowledge that knowingly submitting false, misleading, or tampered evidence may result in disciplinary or legal action.

Name and Signature of the Submitter:

Date:

Place:

ANNEXURE 4: ACKNOWLEDGEMENT OF EVIDENCE FORMAT

(To be issued by IC)

Prayas JAC Society

Internal Committee (IC)

ACKNOWLEDGEMENT OF EVIDENCE RECEIPT BY THE IC

(Under POSH Policy & POSH Act, 2013)

The Internal Committee of Prayas JAC Society hereby acknowledges the receipt of the evidence submitted as part of the inquiry proceedings under the POSH Policy. The submission will be maintained with strict confidentiality and used solely for the purpose of fair and impartial inquiry.

- i. Name of IC Member Receiving the Submission:
- ii. Designation:
- iii. Signature:
- iv. Date of Receipt:
- v. Place:

ANNEXURE 5: WITNESS STATEMENT FORMAT

Prayas JAC Society

Internal Committee (IC)

WITNESS STATEMENT

(Under POSH Policy & POSH Act, 2013)

To,

Internal Committee, Prayas JAC Society

Subject: Statement as Witness-POSH Case (*Add Complaint No.*)

Witness Details:

- i. Name:
- ii. Designation:
- iii. Contact Information:
- iv. Relationship to Parties Involved:

Statement:

(Provide detailed factual description of what you witnessed. Avoid opinions or assumptions.)

Signature:

Date:

Place:

NOTE: In case witness is willing to give only oral statement, the same may be recorded in writing (verbatim) by the IC.

ANNEXURE 6: NOTICE TO RESPONDENT FORMAT *(To be issued by IC)*

Prayas JAC Society

Internal Committee (IC)

NOTICE TO RESPONDENT BY IC

(Under POSH Policy & POSH Act, 2013)

Date:

To:

[Name of Respondent]

[Designation/Department]

[Contact Details/Official Email]

Subject: Notice of Complaint of Sexual Harassment Filed Against You – POSH Inquiry Initiation

Dear *[Respondent's Name]*,

This is to inform you that the Internal Committee (IC) of Prayas JAC Society has received a formal complaint of sexual harassment against you, in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the internal POSH policy of the organization.

1. Details of Complaint:

- i. Complaint No.:
- ii. Date of Complaint Submission:
- iii. Allegation Summary:

2. Next Steps:

- i. An inquiry will be initiated by the Internal Committee, as mandated by law.
- ii. You are required to submit a written response to the complaint within 7 working days from the date of receipt of this notice.
- iii. A formal hearing will be scheduled and you will be informed of the date, time and venue separately.

3. Confidentiality Clause:

Please note that the entire process and all documents, including this notice, must be treated with strict confidentiality. Disclosure of any information may lead to disciplinary action.

In case of any questions or clarification, you may contact the Internal Committee at:

Email:

Phone:

We expect your full cooperation in this matter.

Sincerely,

Presiding Officer / Chairperson

Internal Committee (IC)

Prayas JAC Society

ANNEXURE 7: RESPONSE FROM RESPONDENT TO IC FORMAT

Prayas JAC Society

Internal Committee (IC)

RESPONSE FROM RESPONDENT TO IC

(Under POSH Policy & POSH Act, 2013)

To,

Internal Committee, Prayas JAC Society

Subject: Response to Complaint-POSH Proceedings *(Add Complaint No.)*

Respondent Details:

- i. Name:
- ii. Designation:
- iii. Contact Information:

Response to Allegations:

(Kindly provide a detailed written response, including any supporting documents.)

Sincerely,

[Name and Signature of the Respondent]

Date:

Place:

ANNEXURE 8: HEARING PROCEEDINGS FORMAT

Prayas JAC Society

Internal Committee (IC)

HEARING PROCEEDINGS (INQUIRY LOG)

(Under POSH Policy & POSH Act, 2013)

1. Basic Information

- i. Complaint Number:
- ii. Date of Hearing:
- iii. Time: From _____ To _____
- iv. Venue/Platform:
- v. Mode: In-Person Virtual (Platform:)
- vi. IC Chairperson/Presiding Officer:
- vii. Members Present:
 1. [Name]
 2. [Name]
 3. [Name]
 4. External Member:

2. Parties Present

- i. Complainant Name:
- ii. Present Absent (*Reason if absent*)
- iii. Respondent Name:
- iv. Present Absent (*Reason if absent*)
- v. Representative/Accompanying Person (*if any*):
 - I. Complainant's:
 - II. Respondent's:

3. Summary of Proceedings

(To be documented in detail by the Committee. Include questions raised, answers given, objections, clarifications, and any directions issued.)

4. Documents/Evidence Submitted During the Hearing

S.No.	Submitted by	Mark as Document(s)/ Evidence	Description	Received by
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5. Witness (If Any Examined During the Session)

- i. Name of Witness:
- ii. Relation to Parties (*if any*):
- iii. Summary of Testimony:

6. Directions/Decisions Issued by IC (*if any*)

- Adjourned for further evidence
- Summoning additional witness
- Requiring documents from respondent/complainant
- Other: _____

Next Hearing Date (*if applicable*):

7. Signatures

Presiding Officer (Chairperson):

Date:

IC Member 1:

IC Member 2:

External Member:

(Optional)

Complainant's Signature:

Respondent's Signature:

ANNEXURE 9: IC INQUIRY REPORT FORMAT

Prayas JAC Society

Internal Committee (IC)

IC INQUIRY REPORT

(Under POSH Policy & POSH Act, 2013)

- i. Case Reference:
- ii. Complainant:
- iii. Respondent:
- iv. Inquiry Period:

Findings:

- i. Summary of Statements:
- ii. Summary of Evidence:
- iii. Observations:
- iv. Conclusion (*Whether sexual harassment occurred*):

Recommendations:

Disciplinary Action

Transfer

Termination

Apology

Others:

Submitted by:

[Name and Signature]

Presiding Officer, IC

[Name and Signature]

Member 1

[Name and Signature]

Member 2:

[Name and Signature]

External Member:

Date:

Place:

ANNEXURE 10: EMPLOYER'S ACTION TAKEN REPORT FORMAT

Prayas JAC Society

EMPLOYER'S ACTION TAKEN REPORT

(Under Section 13 and 14 of POSH Act, 2013)

1. Basic Information

- i. Complaint Number:
- ii. Date of Complaint Submission:
- iii. Name of Complainant:
- iv. Name of Respondent:
- v. Department/Location:

2. Inquiry Details

- i. Date of Inquiry Report Submission by Internal Committee:
- ii. Findings of Internal Committee:
 - Complaint Proved
 - Complaint Not Proved
 - Complaint Malicious/False (as per IC recommendation)
- iii. Summary of IC Recommendations:

3. Action Taken by Employer

- i. Nature of Action Taken:
 - Warning / Written Apology
 - Counselling / Sensitization Training
 - Suspension / Termination
 - Transfer / Change of Duties
 - Deduction from Salary
 - Assistance in filing FIR / Legal proceedings
 - Other (*Specify*):
- ii. Date of Implementation:

4. Communication to Parties

- i. Date of Communication to Complainant:
- ii. Date of Communication to Respondent:

5. Employer's Remarks (*if any*)

6. Declaration

I hereby declare that the action taken is in compliance with the POSH Act, 2013 and based on the recommendations of the Internal Committee.

- i. Name of Employer/Authorized Officer:
- ii. Designation:
- iii. Signature:
- iv. Date:
- v. Place:

ANNEXURE 11: CONCILIATION AGREEMENT FORMAT

Prayas JAC Society

Internal Committee (IC)

CONCILIATION AGREEMENT

(Under POSH Policy & POSH Act, 2013)

To,

Internal Committee, Prayas JAC Society

Subject: Conciliation Request

From: *[Name of the Complainant]*

Case Reference:

I request that the Internal Committee may initiate a conciliation process in the above-mentioned case. I understand that monetary settlement is not permitted and that I retain the right to withdraw this request at any stage prior to agreement.

Sincerely,

[Name of the Complainant]

Signature:

Date:

Place:

ANNEXURE 12: WITHDRAWAL OF COMPLAINT FORMAT

Prayas JAC Society

Internal Committee (IC)

WITHDRAWAL OF COMPLAINT FORMAT

(Under POSH Policy & POSH Act, 2013)

To,

Internal Committee, Prayas JAC Society

Subject: Withdrawal of POSH Complaint No. dated [DD/MM/YYYY]

I, [*Complainant's Name*], hereby withdraw my complaint dated [DD/MM/YYYY] filed against [*Respondent's Name*]. I confirm this decision is made voluntarily and without coercion.

Reason for Withdrawal (*optional*):

Signature:

Date:

Place:

Verified by IC Member [Name and Signature]

Date:

Place:

ANNEXURE 13: SETTLEMENT AGREEMENT FORMAT

Prayas JAC Society

Internal Committee (IC)

SETTLEMENT AGREEMENT

(Under POSH Conciliation Process)

This Settlement Agreement is entered into on this ___ day of _____, 20, at _____ (location), between:

Complainant Name:

Designation/Department:

Contact Details:

Respondent Name:

Designation/Department:

Contact Details:

Subject: Settlement of Complaint filed under POSH Policy dated [DD/MM/YYYY]

A complaint of sexual harassment was filed by the Complainant on [DD/MM/YYYY] before the Internal Committee (IC) of Prayas JAC Society, under the organization's POSH policy. On request of the Complainant, the IC initiated a conciliation process as per Section 10 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Terms of Settlement:

(Add as many terms as needed. These may include an apology, behavioral commitments, undertaking to maintain distance, etc. No monetary settlement is permitted.)

Declaration:

We, the undersigned, confirm that the above settlement has been reached voluntarily, without any force, coercion, or undue influence. We also understand that the IC shall not proceed with an inquiry unless there is a breach of this settlement.

Signatures:

Complainant

Name:

Signature:

Date:

Respondent

Name:

Signature:

Date:

Witnessed and Recorded by IC

(Names and Signatures of IC Members)

1. Presiding Officer:
2. Member:
3. Member:
4. External Member:

Date of Record:

Place:

**ANNEXURE 14: INTERNAL COMMITTEE (IC) MEMBER UNDERTAKING
FORMAT**

Prayas JAC Society

INTERNAL COMMITTEE (IC) MEMBER UNDERTAKING

(Impartiality & Confidentiality Undertaking – as per POSH Act, 2013)

1. Member Details

- i. Name:
- ii. Designation:
- iii. Department/Organization:
- iv. Role in IC:
 - Presiding Officer
 - Member (Internal)
 - Member (External)

2. Declaration of Impartiality

I, the undersigned, hereby declare that:

- i. I will carry out my responsibilities as a member of the Internal Committee (IC) in a fair, unbiased, and impartial manner.
- ii. I have no conflict of interest-personal, financial, professional, or otherwise-with either the complainant or the respondent in the matter(s) under inquiry.
- iii. If at any point a conflict of interest arises or is identified, I will immediately inform the Committee and recuse myself from the proceedings.

3. Declaration of Confidentiality

I further undertake that:

- i. I shall maintain absolute confidentiality regarding the identity of the complainant, respondent, witnesses, and any other individuals involved in the case.
- ii. I shall not disclose any details of the proceedings, evidence, records, or decisions to any unauthorized person, during or after my tenure in the Committee.
- iii. I understand that any unauthorized disclosure or breach of confidentiality will result in disciplinary action as per the organization's policies and the POSH Act, 2013.

4. Signature & Acknowledgement

I affirm that I have read and understood the above, and I agree to abide by the standards of conduct and confidentiality expected of IC members under the POSH Act, 2013.

Name and Signature:

Date:

Place:

ANNEXURE 15: PROCEEDINGS *IN ABSENTIA* FORMAT

Prayas JAC Society

Internal Committee (IC)

PROCEEDINGS *IN ABSENTIA*

Title: *Record of Proceedings in the Absence of Party/Witness*

POSH Case ID:

Date of Scheduled Hearing:

Venue/Mode (Physical/Virtual):

Time:

Absentee Details

1. Name of Absent Individual:
2. Role in Proceedings (Complainant / Respondent / Witness):
3. Department/Location:

Reason for Absence *(if communicated)*:

- Medical Emergency
- Prior Official Commitment
- Personal Reasons
- No Communication Received
- Other (Please specify):

If reason was submitted in writing or verbally, attach supporting documents or note method of communication:

Committee's Observations and Action Taken:

1. The IC noted the absence and ensured that prior notice of the hearing was issued on:
[DD/MM/YYYY] via
 - a. Email
 - b. WhatsApp
 - c. Hard Copy
 - d. Phone Call
2. A reasonable opportunity to attend was extended.

3. The IC confirmed no further communication or request for rescheduling was received from the absentee (*unless otherwise stated above*).
4. The Committee resolved to:
 - Reschedule the hearing to [DD/MM/YYYY]
 - Proceed with the hearing in the absence of the above individual
 - Issue a formal reminder/warning for absence without intimation
 - Other (specify):

Declaration by Internal Committee:

The Internal Committee affirms that all reasonable efforts were made to ensure the presence of the absent party/witness. This record is maintained in adherence to the principles of natural justice, transparency, and procedural fairness under the POSH Policy of Prayas JAC Society and Section 11 of the POSH Act, 2013.

Signatures of IC Members Present:

1. Presiding Officer
[Name and Signature]
2. Member
[Name and Signature]
3. Member
[Name and Signature]
4. External Member
[Name and Signature]

Date of Record:

Next Hearing Date (if applicable):

**ANNEXURE 16: REQUEST FOR LEAVE OF ABSENCE FROM POSH HEARING
FORMAT**

Prayas JAC Society

Internal Committee (IC)

REQUEST FOR LEAVE OF ABSENCE FROM POSH HEARING

To:

The Presiding Officer

Internal Committee (IC)

Prayas JAC Society

[*Office Address or Email*]

Subject: Request for Leave of Absence from Scheduled POSH Hearing

POSH Case ID (*if known*):

Name of Applicant:

Designation/Role: Complainant Respondent Witness

Department/Location:

Date of Scheduled Hearing:

Time:

Mode of Hearing: Physical Virtual

Reason for Requested Absence:

Medical Grounds (*Attach Medical Certificate if applicable*)

Prior Official Commitment (*Specify details*)

Personal Emergency (*Specify nature, if comfortable*)

Other (please specify):

Details of Any Supporting Documents Attached:

Proposed Action (choose one):

Request to Reschedule the Hearing

Request for Remote Participation (if possible)

Waiver of Appearance for the Specified Date Only

Declaration:

I, the undersigned, affirm that the information provided above is true and correct to the best of my knowledge. I understand that the Internal Committee reserves the right to decide on this request in accordance with the POSH Policy of Prayas JAC Society and applicable laws. I will comply with the Committee's direction in good faith.

Signature of Applicant:**Date:****Contact Information:**

(For Internal Committee Use Only):

Decision:

Approved Rescheduled Rejected

Remarks:**Presiding Officer Signature:****Date:**

ANNEXURE 17: WITNESS TESTIMONY FORMAT

Prayas JAC Society

Internal Committee (IC)

WITNESS TESTIMONY FORMAT

(Under POSH Policy – Sexual Harassment of Women at Workplace Act, 2013)

POSH Case ID:

Name of Witness:

Gender:

Designation/Occupation:

Contact Information:

Relationship with Parties Involved:

- Complainant
- Respondent
- Neutral/Third Party
- Other (please specify):

Date of Testimony:

Mode of Testimony: In-person Virtual

Statement of the Witness:

I, [*Name*], am providing this testimony before the Internal Committee of Prayas JAC Society in connection with the complaint of sexual harassment registered under the POSH Policy.

(Please write the full statement in narrative form below, covering the events witnessed, date/time/place of incident(s), persons involved, and any relevant observations.)

Full Statement: *(Attach additional pages if required)*

Supporting Evidence *(if any):*

- Documents
- Messages
- Emails
- Photos/Videos

None

Other:

(List and attach separately)

Declaration by the Witness:

I hereby declare that the above statement has been made voluntarily, is true to the best of my knowledge, and is based on my direct observation or experience. I understand the importance of confidentiality under the POSH Policy and agree not to disclose any details of the proceedings or content of this statement to any unauthorized person.

Signature of Witness:

Date:

Signature of IC Member Recording Statement:

Name:

Designation:

Date:

ANNEXURE 18: NON DISCLOSURE AGREEMENT FORMAT

Prayas JAC Society

Non-Disclosure Agreement (NDA)

(For Parties, Witnesses, Internal Committee Members and Secretariat Personnel)

This Non-Disclosure Agreement (“Agreement”) is made and entered into on this ____ day of _____, 20 by and between:

Name of the Signatory:

Role in POSH Proceedings:

- Complainant
- Respondent
- Witness
- Internal Committee (IC) Member
- Secretariat/Support Staff
- Other (Please Specify):

Organization: Prayas JAC Society

POSH Case ID:

1. Purpose

The undersigned acknowledges that during the course of proceedings and activities under the **POSH Policy of Prayas JAC Society**, they may have access to sensitive, personal, or confidential information pertaining to one or more parties involved in a sexual harassment complaint. This Agreement is made to affirm the obligation to maintain strict confidentiality and ensure non-disclosure of such information.

2. Confidential Information Includes but is Not Limited To:

- i. Identity of the complainant, respondent, or witnesses
- ii. Testimonies, written or oral statements
- iii. Evidence submitted (written, digital, or physical)
- iv. Deliberations and findings of the Internal Committee
- v. Reports, recommendations, and final orders
- vi. Any other information disclosed during the course of the inquiry proceedings

3. Non-Disclosure Obligation

The signatory agrees:

- a) **Not to disclose, publish, reproduce, or share** any confidential information acquired during the POSH process to any person or entity outside the authorized legal or organizational process;
- b) **To maintain confidentiality indefinitely**, including after cessation of their role in the inquiry or their association with Prayas JAC Society;
- c) **To securely store and handle any documents or evidence** in physical or digital form that they are entrusted with as part of the process;
- d) **To report any breach** or potential breach of confidentiality immediately to the Chairperson of the Internal Committee.

4. Exceptions

Disclosure may be permitted only:

- i. When mandated by a competent court or statutory authority, and
- ii. With prior written approval of the Internal Committee or the Executive Director of Prayas JAC Society.

5. Consequences of Breach

Violation of this Agreement shall result in appropriate disciplinary action, which may include termination of employment, legal proceedings, or other action as per applicable organizational rules and laws including the POSH Act, 2013.

6. Acknowledgment

I confirm that I have read, understood, and voluntarily signed this Non-Disclosure Agreement. I am aware of the legal and professional obligations to maintain confidentiality and the consequences of breach.

Signature of Signatory:

Name:

Designation (if applicable):

Date: _____

Accepted & Received by:

Name (on behalf of Internal Committee):

Signature:

Designation:

Date:

ANNEXURE 19: AUTHORIZATION LETTER FORMAT

Prayas JAC Society

AUTHORIZATION LETTER

(For Filing a POSH Complaint on Behalf of an Incapacitated Complainant)

Date:

To

The Presiding Officer,
Internal Committee (IC),
Prayas JAC Society,
[Office Address]

Subject: Authorization to File and Represent Complaint under POSH Policy

Respected Madam/Sir,

I, the undersigned, hereby authorize the person named below to file a formal complaint of sexual harassment on my behalf, and to represent me in all proceedings related to the complaint, as I am currently incapacitated and unable to do so myself.

1. Details of the Complainant (Incapacitated Person)

- i. **Name:**
- ii. **Designation (if applicable):**
- iii. **Department/Unit:**
- iv. **Contact Number:**
- v. **Email (if any):**

2. Details of the Authorized Representative

- i. **Name:**
- ii. **Relationship to Complainant:**
- iii. **Contact Number:**
- iv. **Email Address:**
- v. **ID Proof Type & No.:**

3. Reason for Incapacity (briefly describe the reason preventing self-reporting):

4. Declaration and Consent

I confirm that I am giving this authorization voluntarily and with full understanding of the proceedings under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the internal POSH policy of Prayas JAC Society. I trust the authorized person to act in good faith and in my best interest throughout the process.

I understand that I retain the right to revoke this authorization at any point by informing the Internal Committee in writing.

5. Complainant's Signature

Signature/Thumb Impression:

Name of Complainant:

Date:

(If unable to sign, attach supporting medical certificate or affidavit and affix thumbprint.)

6. Signature of Authorized Representative

I accept the authorization granted above and undertake to act with honesty and integrity, ensuring full confidentiality in the interest of the complainant and the process.

Signature

Name:

Date:

Accepted by the Internal Committee:

Name and Signature of IC Member:

Date:

ANNEXURE 20: OATH FOR PARTIES INVOLVED IN POSH PROCEEDINGS

Prayas JAC Society

Internal Committee (IC)

OATH FOR PARTIES INVOLVED IN POSH PROCEEDINGS

(Complainant / Respondent / Witness)

Date:

Venue of Hearing:

IC Case No.:

I, [Full Name], aged ____ years, son/daughter/other of _____, residing at _____, having been called upon to appear before the Internal Committee of Prayas JAC Society in connection with the inquiry under the POSH Act and the internal Gender-Neutral POSH Policy of the organization, do solemnly affirm and state as follows:

1. That I shall speak the truth and nothing but the truth in all my submissions, responses, and testimonies during the inquiry proceedings.
2. That I understand the importance of confidentiality under Section 16 of the POSH Act and the internal policy of Prayas JAC Society and undertake not to disclose any information regarding the complaint, proceedings, identities of the parties, or witnesses involved.
3. That I shall not withhold, distort, or misrepresent any facts known to me.
4. That I am participating of my own free will and am not under any coercion, pressure, or threat.
5. That I understand any false statement or breach of confidentiality may result in disciplinary or legal action as per organizational policy and applicable laws.

Signature:

Name (*in BLOCK letters*):

Role (Complainant / Respondent / Witness):

Date:

Accepted and Recorded by the Internal Committee (IC)

Name of IC Member Recording the Oath:

Designation:

Signature:

Date:

ANNEXURE 21: ANNUAL POSH COMPLIANCE REPORT FORMAT

Prayas JAC Society

ANNUAL POSH COMPLIANCE REPORT

(Under Section 21 of the POSH Act, 2013)

Reporting Year: [Insert Year]

1. Organization Details

- i. Name of Organization: Prayas JAC Society
- ii. Address:
- iii. Head of Organization:
- iv. Contact Number:
- v. Email ID:

2. Internal Committee (IC) Details

- i. Date of Constitution of IC:
- ii. Composition of IC (with Name, Designation, Gender, and Role):

S.No.	Name	Designation	Gender	Role (Presiding Officer/External/Member)

- iii. Has the IC been reconstituted during the year? Yes No

If yes, date of reconstitution:

3. POSH Awareness Activities

S.No.	Activity	Date	Location	No. Of Participants

4. Complaints and Case Details

S.No.	Nature of Complaint	Number of Complaints	Status of Complaint	Year of Complaint
1.	Complaints received			
2.	Complaints disposed			
3.	Complaints pending			
4.	Complaints withdrawn			
5.	False/Malicious Complaints			

5. Recommendations by IC

(If any policy or procedural recommendations were made by the IC during the year)

6. Declaration by Employer

I, the undersigned, declare that the information provided above is true and correct to the best of my knowledge and belief.

- i. Name of Authorized Signatory:
- ii. Designation:
- iii. Signature:
- iv. Date:
- v. Place:

ANNEXURE- 22

POSH AWARENESS CHECKLIST & STEP-BY-STEP GUIDE FOR FEMALE EMPLOYEES

Prayas JAC Society – Know Your Rights, Know the Process

<input checked="" type="checkbox"/>	PART A: AWARENESS CHECKLIST – KNOW THIS FIRST
<input checked="" type="checkbox"/>	What You Should Know
<input type="checkbox"/>	Sexual harassment at the workplace is legally prohibited under the POSH Act, 2013.
<input type="checkbox"/>	You have the right to file a complaint if you face any unwelcome physical, verbal, non-verbal, or visual conduct of a sexual nature.
<input type="checkbox"/>	Your complaint will be handled by the Internal Committee (IC) formed at the Head Office of Prayas.
<input type="checkbox"/>	Your identity and complaint will be kept confidential at all times.
<input type="checkbox"/>	You can file a complaint within 3 months of the incident (extendable to 6 months if there is a valid reason).
<input type="checkbox"/>	The process is free, supportive, and does not require a lawyer .
<input type="checkbox"/>	You may request a conciliation (mutual settlement) — without monetary terms — if you wish.
<input type="checkbox"/>	You may withdraw your complaint before the formal inquiry begins.
<input type="checkbox"/>	You have the right to appeal if you are dissatisfied with the decision.
<input type="checkbox"/>	You can also ask for support (counselling or transfer/leave) during the process.

□ PART B: STEP-BY-STEP GUIDE TO THE POSH COMPLAINT PROCESS

STEP 1: Identify and Record

- i. Note down the **what, when, where, and who** of the incident.
- ii. Keep **evidence** (messages, photos, emails, recordings), if any.
- iii. Write down names of **witnesses**, if available.

STEP 2: File a Complaint

- i. **Prepare your complaint in writing.** Include:
 - I. Your name and contact details
 - II. Date/time/place of incident(s)
 - III. Name of the person who harassed you (respondent)
 - IV. Any witness names
 - V. What happened (facts only)
- ii. Submit it to the **Internal Committee**:
 - I. By email only
 - II. Ask for a **written acknowledgment**

✉ IC Email or Point of Contact: icc@prayaschildren.org

STEP 3: IC Acknowledges & Notifies Respondent

- i. You will get a formal **acknowledgment within 7 working days**.
- ii. The **respondent** will be informed, shown the complaint (in confidence), and asked to reply.

STEP 4: Optional – Request for Conciliation (Voluntary)

- i. If you prefer mutual resolution, **submit a conciliation request in writing**.
- ii. If both sides agree and settle, the matter ends **without inquiry**.

! **Note:** No money or gifts are allowed as part of a settlement.

STEP 5: Formal Inquiry by IC

If no conciliation or it fails:

- i. You and the respondent will both be **called for hearings**.
- ii. You may bring a **supportive co-worker**, but **not a lawyer**.
- iii. The IC will:
 - I. Hear both sides
 - II. Record written statements
 - III. Examine evidence & witnesses
 - IV. Complete the process in **90 days**

STEP 6: Final Report & Action

- i. IC submits its report within **10 days of conclusion**.
- ii. Employer implements disciplinary action (if applicable) within **60 days**.

Actions may include: warning, apology, suspension, transfer, termination, or police support if it is criminal in nature.

STEP 7: Appeal (if needed)

- i. If you are **not satisfied** with the outcome, you can **appeal within 90 days** to:
 - a. A court or tribunal (as per law)

Confidentiality & Protection

- i. You are protected from any **retaliation, intimidation, or punishment**.
- ii. All proceedings are **strictly confidential**.
- iii. Breach of confidentiality is **punishable**.

Helpful Documents Available to You

- i. Complaint submission format
- ii. Evidence submission form
- iii. Witness statement format
- iv. Oath format
- v. POSH policy (available in English and Hindi)

Ask for these from HR or the IC if needed.

If You Are Unable to Write the Complaint

- i. The IC will **assist you in writing it**.
 - ii. You can **authorize someone else** (in writing) to file on your behalf.
-

NEED HELP?

Even though this guide is for you to act independently, if you're confused or stuck:

Email: icc@prayaschildren.org

Phone: 011-29955505/29956244