



## REALITY GROUP

### PREVENTION OF SEXUAL HARASSMENT POLICY

#### Introduction

The Reality Group (Reality Tours and Travel / Reality Gives a project by Reality Cares) is committed to providing a workplace that is free from sexual harassment and all other forms of exploitation or intimidation. In Reality Group, all employees are expected to uphold the highest standards of ethical conduct at workplace. Employees have a responsibility to:

1. Treat others with respect;
2. Refrain from any unwelcome behavior that has sexual connotation;
3. Refrain from creating a hostile atmosphere via sexual harassment;
4. Report sexual harassment experiences or witnessed to the appropriate authorities and follow the complaint and redressal mechanism of the organization; and
5. Follow the law in letter and spirit.

#### Scope

This Prevention of Sexual Harassment Policy ('POSH Policy') is prepared in accordance with the requirements of "The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This act provides protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment.

This POSH Policy is applicable to:

1. All employees of Reality Gives India ('RGI') and Reality Tours and Travels ('RTT');
2. All temporary employees, contract employees, trainees, trainers, teachers, tour guides, service providers, visitors and any other individual associated with either of RGI or RTT.

#### Acts Constituting Sexual Harassment

The following types of behaviour comprise sexual harassment and will call for disciplinary and legal action:

1. Physical contact and advances such as touching, stalking, sounds which have explicit and/or implicit sexual connotation/overtones, molestation, etc.;
2. Demand or request for sexual favours;
3. Sexually coloured remarks, including but not limited to vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures, etc.;
4. Showing pornography or the likes;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
6. Display of pictures, signs, etc. with sexual nature/ connotation/ overtones in the work area and work-related areas;
7. Verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance and has sexual connotation/ overtone/ nature;
8. Teasing, innuendos and taunts, physical confinement and/or touching against one's will and likely to intrude upon one's privacy; or
9. Unwelcome sexual advances involving verbal, non-verbal or physical conduct, implicit or explicit.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

1. Implied or explicit promise of preferential treatment in the employment;
2. Implied or explicit threat or detrimental treatment in the employment;
3. Implied or explicit threat about the present or future employment status;



## REALITY GROUP

4. Interference with the work or creating an intimidating or offensive or hostile work environment;
5. Humiliating treatment likely to affect health or safety.

An act of Sexual Harassment committed during or outside office hours falls under the purview of this policy.

### Internal Committee

The Reality Group shall vide a written order constitute an Internal Complaints Committee ("ICC"). The following principles will guide the ICC structure:

- (a) at least 50% of members of ICC shall be women;
- (b) the Chairperson of the ICC shall be a lady employee at a senior level;
- (c) at least two (2) employee who are members of ICC should be committed to the cause of women or have experience in social work or have legal knowledge; and
- (d) at least one (1) member shall be from NGO/associations committed to the cause of women and familiar with issues relating to sexual harassment.

The ICC members shall have a term of three (3) years from the date of their nomination.

The following are the general duties of the ICC:

- a) Implement the 'Prevention of Sexual Harassment Policy';
- b) Create awareness at the workplace through notice, workshop, seminar etc.;
- c) Publicize the policy framework;
- d) Provide a safe and accessible mechanism of complaint to the victims;
- e) Redress the complaints in the best possible manner;
- f) Provide for interim relief;
- g) Provide an opportunity for conciliation;
- h) Follow the principles of natural justice at all stages of the proceedings;
- i) Submit recommendations along with the inquiry report; and
- j) Maintain confidentiality in regard to the proceedings taking place before the Committee; and
- k) Submit an Annual Report.

### Raising a Complaint

1. A Complaint can be made to the ICC either by the affected person or a person who has witnessed the behavior. If the complainant cannot read or write, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.
2. The Complaint must be made in writing to the Chairperson or any member of the ICC within three (3) months from the date of incident.
3. The ICC may, for the reasons to be recorded in writing, extend the time limit exceeding three (3) months, if it is satisfied that the circumstances were such which prevented the Complainant from filing a complaint within the said period.
4. The written complaint can be submitted to the ICC electronically at the following mail id [icc@realitygives.org](mailto:icc@realitygives.org) or may be physically submitted to any member of the ICC.



## REALITY GROUP

The following principles will govern the receipt and inquiry into a complaint by the ICC

- a) ICC to provide a safe and harassment-free environment so that the complainant feels encouraged to file the complaint;
- b) ICC to initiate of inquiry at the earliest;
- c) ICC to Provide for interim relief.
- d) ICC to inquire into the complaint in an objective and unbiased manner;
- e) ICC to follow the principles of natural justice at all stages of the inquiry proceedings; and
- f) ICC to provide an opportunity for conciliation;
- g) ICC to maintain strict confidentiality in regard to its proceedings; and
- h) ICC to redress the complaints in the best possible manner.

### Redressal Procedure

#### A. Conciliation

Before initiating an inquiry on the basis of a Complaint, the IIC may, at the request of the Complainant take steps to settle the matter between the Complainant and the other party through conciliation. In case a settlement is reached, the ICC will record the settlement and forward the same to the Company to take action as specified in the recommendation of the ICC. A monetary settlement cannot be made as the basis for conciliation.

#### B. Inquiry

- a. The ICC will initiate an inquiry into a Complaint that is received by it. The ICC will nominate a minimum of two (2) of its members as a team for conducting the inquiry ('ICC Inquiry Team').
- b. The ICC Inquiry Team conducting the inquiry shall complete within a maximum period of ninety (90) days from the date of receipt of Complaint.
- c. The ICC Inquiry Team shall have the power to:
  - i. summon and enforce the attendance of any person and examine him on oath; and
  - ii. Require the discovery and production of documents/emails etc.
- d. The ICC Inquiry Team shall also have the right to terminate the inquiry proceedings or to give an ex-parte decision on the Complaint, if the Complainant or other party fails, without sufficient cause, to present themselves, for three consecutive hearings convened by the ICC Inquiry Team. Such termination or ex-parte order shall not be passed without giving fifteen days written notice to the affected party.
- e. Neither the Complainant not the other party shall bring in any legal practitioner to represent them at any stage of the proceedings before the ICC Inquiry Team.
- f. Conclusions of the ICC Inquiry Team will be informed to both the parties in writing.

#### C. Interim Relief

- a. During pendency of the Inquiry, on a written request made by the Complainant, the ICC Inquiry Committee may recommend to:
  - i. Transfer the aggrieved individual or the respondent to any other workplace; or
  - ii. Grant leave to the aggrieved individual of maximum 3 months, in addition to the leave he/she would be otherwise entitled; or
  - iii. Grant such other relief to the aggrieved individual as may found to be appropriate; or
  - iv. Restraint the respondent from reporting on the work performance of the complainant.



## REALITY GROUP

### D. Recommendations by ICC & Action

- a. On completion of the inquiry, the ICC will provide a report of its findings to the RGI/RTT (as applicable) within 10 days from the completion of the inquiry. The report will also be made available to the concerned parties.
- b. If the allegation has not been proved, the ICC will recommend that no action is required to be taken in the matter.
- c. If the allegation has been proved, the ICC is required to recommend to RGI/RTT (as applicable):
  - i. to take appropriate action as per service rules;
- d. to provide appropriate compensation to be paid to the aggrieved party which would be paid by the respondent / deducted from his/her salary. The determination of amount of compensation to be paid to the victim would be based on – (a) Mental trauma, pain, suffering and emotional distress caused to the aggrieved party; (b) loss in the career opportunity due to the incident of sexual harassment; (c) Medical expenses incurred by the victim for physical or psychiatric treatment; (d) income and financial status of the other party; and (e) Feasibility of such payment in lump sum or in installments.

RGI/RTT (as applicable) will act upon the recommendation within sixty (60) days of receipt of the same.

### **Malicious Complaint**

In case the ICC arrives at a conclusion that the allegation against the other party is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, it may recommend to RGI/RTT (as applicable) to take suitable action against the Complainant who has made the complaint, in accordance with the provisions of the applicable service rules or as prescribed under applicable law.

### **Confidentiality**

This policy prohibits any person (including ICC members) from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings, or recommendations of the ICC during the course of the proceedings. Any violation of this confidentiality obligation will also be subject to applicable disciplinary action as per service rules and applicable laws.

### **Amendment**

The Reality Gives group reserves the right to amend this POSH Policy from time to time in accordance with the applicable laws on sexual harassment.

### **Appeal**

If the complainant/respondent is dissatisfied with the recommendations/findings of the ICC, the complainant/respondent can file an appeal to the relevant court/tribunal as per the service rules within ninety (90) days of recommendations/findings of the ICC.