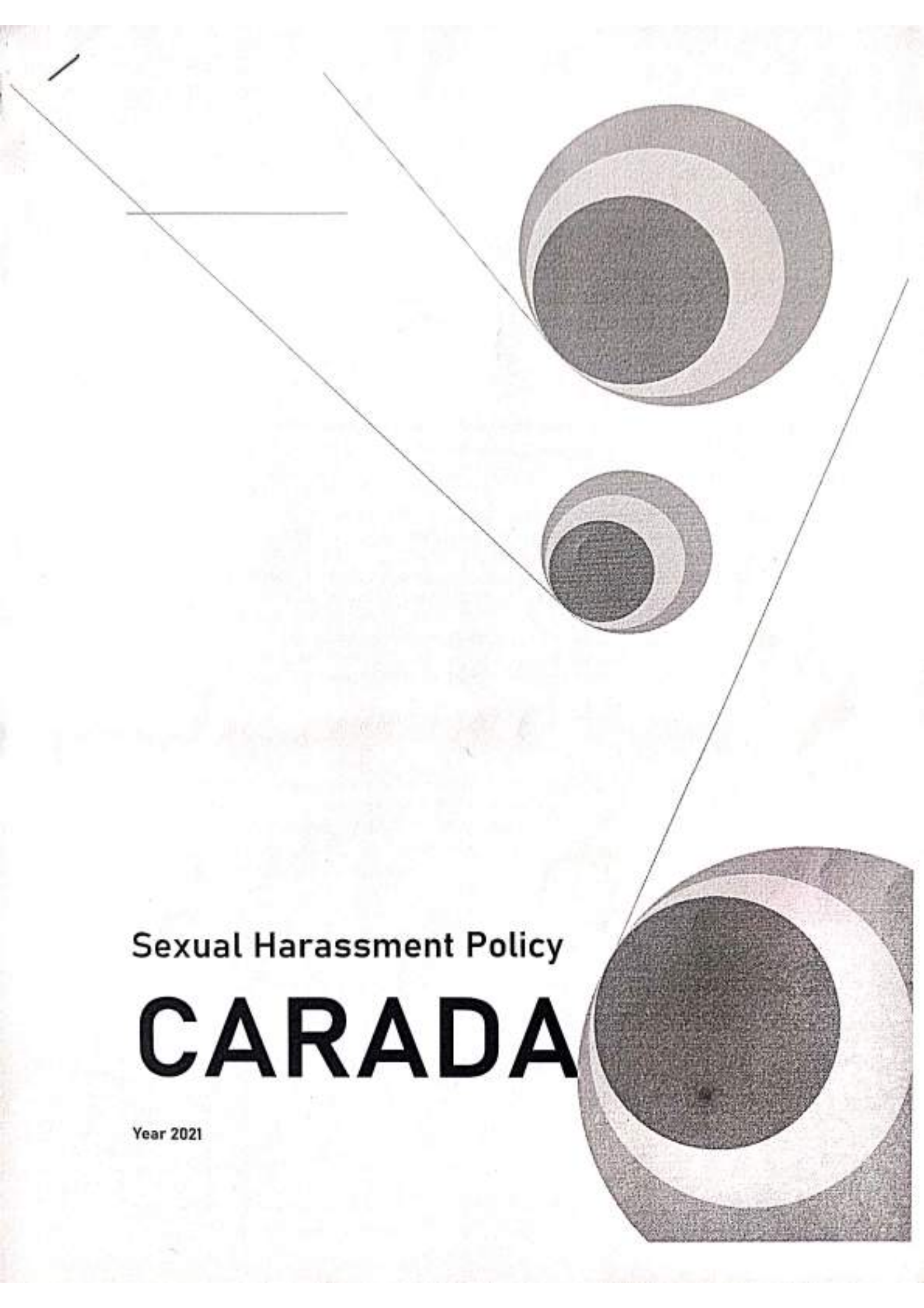


The background of the cover features an abstract geometric design. It consists of three concentric circles in shades of grey and white, arranged diagonally from the top right to the bottom right. Several thin, dark lines intersect these circles and the background, creating a dynamic, architectural feel.

Sexual Harassment Policy

**CARADA**

Year 2021



## **Purpose of the Policy**

- To provide healthy and safe working condition, equipment system for all employees, volunteers and members.
- To facilitate sharing of information and training around gender issues
- To demonstrate the organization's commitment to the employees and other people who come into contact with it.

## **Who is responsible**

It is advisable to nominate three people in the organization, a member of staff and a member of GB to oversee the safe environment.

- The GB members have the prime responsibility for ensuring the gender policy is adhered to.
- The staff member might be responsible for ensuring that day to arrangement and for undertaking an annual Risk assessment.
- However it is important that the employees of CARADA have the responsibility to work together with the management team to achieve a healthy and safe working environment and to take reasonable care for themselves and others.
- The employees should be encouraged to refer any concern related to harassment, benefit etc. They may have about the cause to the nominated representatives so that they can initiate appropriate action. (Security)

## **Disciplinary Procedure**

- Help an employee whose conduct or performance give cause of dissatisfaction to improve the situation.
- Clarify the rights and responsibilities.
- Encourage effective managerial support, reducing need for formal disciplinary action.

## **Procedure**

- Issues of misconduct
- Competence
- Gross misconduct





### **How does the disciplinary procedure work**

- Carried out quickly and carefully as possible in the interest of all concerned.
- Employees may suspended on full pay for purposes of investigation or for the protection of other individual (as follows)
- Verbal Warning
- First written warning
- Loss of pay
- Demotion
- Transfer
- Dismissal with / without notice.

### **Rights of Employees**

- To be informed against them.
- To state their case and call witness if necessary.
- To be accompanied by a friend and colleague
- To be given a written reason for any decision taken

### **Appeals**

It is important that the disciplinary procedure policy allows employees to fight of appeal against any disciplinary design should be made within 10 days of working of written notification of any disciplinary action. The GB can ask to review the case by the appeal panel according to the gravity of the case.

### **At Work**

Gender policy is usually defined at CARADA as coercive, offensive, intimidating behavior, sexual harassment, which undermines the right of others to be treated with dignity of work.

- Physical aggression / intimidation
- Practical jokes, which embarrass or humiliate.
- Verbal humiliation / abuse, personal insults, offensive comments, threats, malicious gossip.
- Maintain privacy and access to facility (hygienic facility such as toilet, officestore)
- Direct sexual harassment (physically)
- Performance management (Review the attitudes)



## Grievance

- ♦ Raise concerns about matters affecting them before the sexual harassment committee.

## Procedures / Responsibilities

**Informal** – Employees who wish to raise an issue concerning harassment or bullying informally should approach their line Manager / PO / EC

- ♦ In minor / isolated cases it may be possible for the issue to be settled informally and confidentially between them. For example X could ask another to refrain from a particular type of intimidating behavior

**Formal** - If it is in serious form X should bring the situation formally to the attention of his / her line manager / senior manager / EC.

X may nominate someone else to raise the matter with an appropriate manager on his / her behalf. The Manager to whom the incident is reported should arrange for an immediate and thorough investigation and then take appropriate action with consultation of CARADA GB. Maintain confidentiality by the Manager and fairness to both the parties.

## Opportunities

- Equal opportunities to all.
- Monitoring facilities
- Recruitment
- Advertising
- Position
- Setting target benefit

  
**Chief Executive**  
**CARADA Kalahandi**