



Prevention of Sexual Harassment In The Workplace

Humanity Welfare Council

About-

Humanity Welfare Council (HWC) is a Section 8 Company, duly registered with ROC Delhi vide with CIN - U74999DL2017NPL325791 dated 8th Nov 2017 and is operating from C/O Stirring Minds, 2 A/3 Kundan Mansion, Asaf Ali Road, and Delhi, India - 110002. The company is a national level, non-profit organization instituted with the primary mission to make India a developed nation. We are currently engaged in healthcare, education, livelihoods, social protection, emergency relief, and rural development.

We are working diligently towards our mission through our various projects and programs. Humanity Welfare Council (HWC) aims to make India a global leader by building a new nation that can lead the world and define modern elements of the human race globally. We work across different causes and goals ranging from charity for children to charity for education, health, employment, elderly, disability, human rights, environment, youth, and women empowerment. We are transparent in our operations and transactions.

Prevention of Sexual Harassment In The Workplace

The Company is committed to provide a safe working environment for women at the workplace which shall include safety from the persons coming into contact at the workplace. Sexual harassment is illegal as per "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

The Policy aims at prohibiting, preventing and deterring the commission of acts of sexual harassment at the Workplace and provide the procedure of redressal of complaints pertaining to sexual harassment.

All the managers at the Company are required to ensure that nobody is subject to harassment and there is equal treatment at all levels. They also are required to educate the employees of unwelcome behaviors and warn them of the consequences of such action.

The Company is committed to the effective dissemination of this policy. All stakeholders and managers are required to ensure that they and their team are aware of the policy and are encouraged to adhere to it. However, If an associate faces any sexual and workplace harassment, they are directed to immediately report their concern to their manager and HR Team as appropriate.

Any such complaint must be reported to Internal Complaints Committee (hereafter referred to as ICC) directly by the Associate and/or Manager and/or HR Team as appropriate, through E-Mail at icc@hwcindia.org

HUMANITY WELFARE COUNCIL

Head Office - Humanity Welfare Council C/O Stirring Minds, Room - 204, 2-A/3, Kundan Mansion, Asaf Ali Road, Turkman Gate, Delhi, New Delhi - 110002. India

Corporate Office - 602, A Block, Naurang House, 21 KG Marg, New Delhi – 110001, India.

Niti Aayog Unique Id: dl/2018/0196074

CIN: U74999DL2017NPL325791 | **Website:** www.hwcindia.org | **E-mail:** connect@hwcindia.org



Internal Complaints Committee Panel

Presiding Officer – Ms. Udita Saikia (Co-Founder/Project Director)

IC Member – Ms. Shweta Singh (Co-Founder/Project Director)

IC Member – Mr. Mani Raj Singh (Co-Founder/Project Director)

External Member - Ms. Alisha Asif (NGO Representative)

Important Things to Remember

All complaints received under Sexual Harassment are subjected to a thorough investigation and may lead to strict action including termination if the allegations are established.

Turnaround time for closure of complaints is up to 90 days from the date of incident reported.

IC panel during the investigation may decide for temporary suspension of associate(s) services against whom the complaint is made basis preliminary findings.

All matters related to Sexual Harassment complaints are of high confidentiality and parties involved must ensure the same.

Organization promotes that all such complaints should be made in good faith and in case of any false allegations made, IC panel reserves the right to recommend disciplinary action against the complainant.

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