

Outline India Research Private Limited **Policy on Prevention of Sexual Harassment (POSH)**

1. Background and Commitment

Outline India is a social research and data collection organization committed to upholding the highest standards of professional integrity, ethical conduct, and respect for human dignity. As an organization working closely with diverse communities, field teams, partners, consultants, and clients across India, OI recognizes its responsibility to provide a safe, inclusive, and dignified work environment free from sexual harassment.

This Policy on Prevention of Sexual Harassment (POSH) is framed in alignment with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Government of India, and reflects OI's zero-tolerance approach towards any form of sexual harassment. The policy applies to all employees, consultants, interns, field investigators, enumerators, contractual staff, volunteers, and any other persons associated with OI.

2. Objectives of the Policy

The objectives of this policy are to:

- Prevent the occurrence of sexual harassment at the workplace and during work-related activities.
- Provide a clear and accessible mechanism for reporting and redressing complaints of sexual harassment.
- Ensure a safe, respectful, and gender-sensitive work environment for all.
- Promote awareness and understanding of sexual harassment and appropriate workplace behavior.
- Comply with statutory obligations under Indian law and align with international best practices.

3. Scope and Applicability

This policy applies to:

- All offices of OI, including head office, regional offices, and temporary field offices.
- All work-related locations, including field sites, survey locations, training venues, workshops, meetings, travel undertaken for work, and any location where work-related interactions take place.



- All forms of employment and association with OI, including full-time, part-time, contractual, temporary, freelance, interns, consultants, and third-party staff engaged for projects.

The policy is applicable irrespective of gender, sexual orientation, gender identity, or employment status.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (whether directly or by implication) such as:

- Physical contact and advances.
- A demand or request for sexual favors.
- Making sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, non-verbal, or digital conduct of a sexual nature.

Sexual harassment may occur in person or through electronic means such as emails, messages, social media, or phone calls. It may involve a colleague, supervisor, subordinate, client, respondent, community member, or any third party encountered in the course of work.

5. Workplace Definition

For the purposes of this policy, 'workplace' includes:

- Any location where official work is carried out.
- Fieldwork sites, households, institutions, and community locations visited for research or data collection.
- Transportation provided by or arranged for work purposes.
- Virtual or digital spaces used for official communication and work.

6. Prohibition of Sexual Harassment

OI strictly prohibits any form of sexual harassment. Any individual found to have engaged in sexual harassment will be subject to disciplinary action, which may include warning, termination of engagement, or legal action, depending on the severity of the misconduct.

7. Internal Complaints Committee (ICC)

OI constitutes an Internal Complaints Committee (ICC) in accordance with the POSH Act, 2013. The ICC comprises:

- A Presiding Officer who is a senior woman employee.

- At least two employee members committed to the cause of women or having legal/social work knowledge.

The current ICC members are:

- Perna Mukharya [Founder OI]
- Sukanya Dutta [Associate Vice President]
- Ritik Sinha [Senior Research Manager]
- Swati Pandey [Senior Research Manager]

The ICC is responsible for:

- Receiving and acknowledging complaints.
- Conducting impartial and confidential inquiries.
- Recommending appropriate actions based on findings.
- Ensuring timely resolution of complaints.

8. Complaint Redressal Mechanism

Any aggrieved person may submit a written complaint to the ICC within three months of the incident. The complaint may be extended in exceptional circumstances as per the Act. Assistance will be provided to individuals who are unable to submit a written complaint.

The inquiry process will:

- Be conducted in a fair, unbiased, and confidential manner.
- Ensure principles of natural justice.
- Protect the complainant, respondent, and witnesses from retaliation.

9. Confidentiality

OI is committed to maintaining strict confidentiality throughout the complaint and inquiry process. Information related to the complaint, identities of parties, and proceedings will not be disclosed except as required by law.

10. Protection Against Retaliation

No individual shall be subjected to retaliation, intimidation, or adverse consequences for filing a complaint or participating in an inquiry. Any such action will be treated as misconduct and addressed strictly.

11. Awareness and Capacity Building

OI undertakes to:

- Conduct periodic awareness sessions and training on POSH for employees and field teams.
- Include POSH orientation as part of onboarding for new staff and project teams.
- Share the policy with all associated personnel and ensure accessibility.

12. Responsibilities of Employees and Management

All individuals associated with OI are expected to:

- Maintain respectful and professional conduct.
- Refrain from engaging in or encouraging sexual harassment.
- Report incidents of harassment or misconduct.

Management is responsible for:

- Creating a safe and enabling work environment.
- Supporting the effective functioning of the ICC.
- Ensuring compliance with this policy across all projects and locations.

13. False or Malicious Complaints

While false or malicious complaints are discouraged, inability to substantiate a complaint or provide adequate proof will not attract action against the complainant. However, if a complaint is found to be malicious after due inquiry, appropriate action may be taken as per the law.

Approved by:



Outline India Research Private Limited