



THE
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Rushabh Foundation

Sexual Harassment Policy

Effective Date: [01/04/2023]

Introduction:

Rushabh Foundation Charitable Trust (the "Trust") is committed to maintaining a safe, respectful, and inclusive work environment for all individuals associated with the Trust. This Sexual Harassment Policy (the "Policy") outlines the Trust's commitment to preventing and addressing sexual harassment in the workplace. The Policy applies to all trustees, employees, volunteers, contractors, beneficiaries, and any other individuals associated with the Trust (collectively referred to as "Individuals").

1. Policy Statement:

- 1.1. The Trust is committed to maintaining a workplace free from sexual harassment, where all individuals are treated with dignity, respect, and fairness.
- 1.2. Sexual harassment in any form, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, is strictly prohibited.

2. Definition of Sexual Harassment:

- 2.1. Sexual harassment refers to unwelcome conduct of a sexual nature, including but not limited to:
- a. Unwanted sexual advances, gestures, or comments.
 - b. Requests for sexual favors in exchange for employment opportunities, promotions, or benefits.
 - c. Displaying or sharing sexually explicit or offensive material.
 - d. Verbal or written comments, jokes, or innuendos that create a hostile or offensive work environment.
 - e. Physical contact or advances without consent.

3. Responsibilities:

3.1. All Individuals associated with the Trust have the following responsibilities:

- a. Treat others with respect, professionalism, and dignity, regardless of their gender or sexual orientation.
- b. Refrain from engaging in any form of sexual harassment or behavior that could be perceived as such.
- c. Report any incidents of sexual harassment promptly and in accordance with the reporting procedures outlined in this Policy.
- d. Cooperate fully in any investigation conducted by the Trust regarding allegations of sexual harassment.
- e. Refrain from retaliating against individuals who report incidents of sexual harassment or participate in related investigations.



4. Reporting and Complaint Procedure:

- 4.1. Any individual who experiences or witnesses sexual harassment is encouraged to report the incident promptly.
- 4.2. The Trust will provide multiple reporting channels, including a designated contact person, to ensure accessibility and confidentiality.
- 4.3. Complaints will be treated seriously, and all reasonable efforts will be made to protect the privacy and confidentiality of the individuals involved.
- 4.4. The Trust will conduct a prompt and impartial investigation into any complaints of sexual harassment, ensuring fairness and adherence to due process.

5. Disciplinary Action:

- 5.1. Individuals found to have engaged in sexual harassment will be subject to appropriate disciplinary action, which may include counseling, warnings, suspension, termination of employment or engagement, or legal action, as deemed necessary.
- 5.2. The Trust will take steps to prevent further incidents of sexual harassment and provide support to the victims.

6. Awareness and Training:

- 6.1. The Trust will provide regular training and awareness programs to all Individuals associated with the Trust on sexual harassment, its prevention, and reporting procedures.
- 6.2. Training programs will promote a culture of respect, inclusivity, and zero tolerance for sexual harassment.

7. Non-Retaliation:

- 7.1. The Trust strictly prohibits retaliation against any individual who reports incidents of sexual harassment or participates in related investigations.
- 7.2. Individuals who engage in retaliatory behavior will be subject to disciplinary action.

8. Policy Review:

- 8.1. This Sexual Harassment Policy will be reviewed periodically to ensure its continued relevance, effectiveness, and compliance with emerging best practices and legal requirements.

Conclusion:

This Sexual Harassment Policy reflects Rushabh Foundation Charitable Trust's commitment to maintaining a safe and respectful work environment. By adhering to the principles outlined in this Policy, we can prevent sexual harassment, support victims, and create a workplace that fosters dignity, equality, and professionalism.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Sexual Harassment Policy and agree to comply with its provisions and guidelines.

[Individual's Name]
[Individual's Position/Role]
[Date]

