

SHAKTI'S

ANTI-HARASSMENT POLICY



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Anti-Harassment Policy of Shakti Organisation

Purpose

The purpose of this policy is to provide a safe and respectful environment for all members, volunteers, employees, partners, and participants of the shakti Organisation(SSCSO) (hereinafter referred to as "the organization"). The organization does not tolerate any form of harassment, and is committed to maintaining a work and program environment that is free from all types of harassment, discrimination, and retaliation.

Scope

This policy applies to all members, volunteers, employees, partners, and participants of the organization, whether they are working in the office, in the field, or attending events or programs.

Policy

Definitions Harassment: Harassment is any unwelcome behaviour or conduct that is directed towards an individual or group that is offensive, intimidating, hostile, or creates an intimidating, hostile, or offensive environment, or has the potential to interfere with an individual's work or program participation.

Examples of harassment include, but are not limited to:

- Sexual harassment
- Verbal abuse or threats
- Discriminatory slurs or jokes
- Unwelcome touching or physical contact
- Displaying sexually explicit or offensive materials
- Intimidation or bullying
- Retaliation for reporting harassment
- Harassment based on race. ...
- Harassment based on gender. ...
- Harassment based on religion. ...
- Harassment based on disability. ...
- Harassment based on sexual orientation. ...
- Age-related harassment. ...
- Quid pro quo sexual harassment.

Reporting Procedure:

If any member, volunteer, employee, partner, or participant experiences or witnesses any form of harassment, they should report it immediately to their supervisor, the Human Resources Department, or the Executive Director. If the person accused of harassment is the supervisor or the Executive Director, the report should be made to the Human Resources Department or to the Board of Directors.

Reports can be made verbally or in writing, and all reports will be taken seriously and handled promptly and confidentially. The organization will investigate all reports and take appropriate corrective action, which may include disciplinary action, up to and including termination of employment, membership or volunteer status.

3. **Retaliation:** Retaliation against any person who reports harassment or participates in an investigation is prohibited. The organization will take appropriate measures to prevent retaliation and to protect the person who reports harassment from any adverse action.
4. **Training:** All members, volunteers, employees, partners, and participants of the organization will receive training on this policy and on how to prevent and report harassment. The organization will also provide regular training to its supervisors and managers on how to respond to reports of harassment.
5. **Zero Tolerance:** The organization has a zero-tolerance policy for harassment. Any member, volunteer, employee, partner, or participant who engages in harassment will be subject to disciplinary action, up to and including termination of employment, membership, or volunteer status.

Conclusion

The organization is committed to providing a safe, respectful, and inclusive environment for all members, volunteers, employees, partners, and participants. This policy reflects the organization's values and commitment to preventing and addressing harassment, and to promoting a culture of respect and dignity.



General Secretary
Shakti Organisation (SSCSO)

General Secretary,
Shakti Organisation

N.B-{this Anti-Harassment policy is approved by the Executive Body of Shakti Organisation on 29.09.2006 and came into immediate effect.}

