

Women Safety and Security Policy

Jeeva Jyothi NGO

Note: This policy applies to all women associated with Jeeva Jyothi Trust which includes staff, interns, consultants, volunteers, vendors, beneficiaries, and any stakeholders across all locations and settings, including field visits, digital interactions, and events.

About the Organisation

Jeeva Jyothi is a nonprofit organization based in Chennai, Tamil Nadu, dedicated to uplifting underprivileged communities, particularly children and families in urban slums and rural areas. Established in 1994 by four committed social activists, the organization focuses on ethical transformation and empowerment through education, nutrition, and social support.

Policy Statement

Jeeva Jyothi NGO is committed to providing a safe, secure, and enabling work environment that is free from sexual harassment, gender-based discrimination, and intimidation. This policy aims to ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act) - and promote gender sensitivity and equality in the workplace (Annexure 1).

Policy Objective

Women have the right to safety, freedom from violence, harassment, and discrimination. This policy aims to create an environment where women can fully realize their potential, contributing to the workplace, community, and economy.

Scope:

This policy applies to:

- All employees (permanent, temporary, contractual, interns, volunteers).
- All workplaces of Jeeva Jyothi NGO including offices, field sites, partner locations, and any place visited by the employee in the course of employment.

Legal Compliance:

This policy aligns with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 and other applicable legal standards to provide a legal and moral framework for women's safety.

Definition of Sexual Harassment

As per Section 2(n) of the PoSH Act, sexual harassment includes:

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

The Act also specifies connecting to any sexual behaviour the following may also be covered in -

- Implied or explicit promise of preferential treatment in her employment
- Implied or explicit threat of detrimental treatment in her employment
- Implied or explicit threat about her present or future employment status

- Interference with her work or creating an intimidating or offensive or hostile work environment
- Humiliating treatment likely to affect her health or safety

Internal Complaints Committee (ICC)

In compliance with the PoSH Act, Jeeva Jyothi NGO shall constitute an Internal Complaints Committee (ICC) at its workplaces.

Composition of ICC:

- Presiding Officer: A senior woman employee.
- Two Members: From among employees preferably committed to women’s issues or with legal/social work knowledge.
- External Member: From an NGO or is familiar with issues relating to sexual harassment. Anyone except someone part of the organization regularly or in the board.

Complaint Mechanism:

- Complaints must be filed in writing within 3 months of the incident.
- The ICC will conduct an inquiry and submit its report within 90 days.
- Management will act on the recommendations within 60 days.
- Parties have the right to appeal as per Section 18 of the PoSH Act.

Awareness and Capacity Building:

- Conduct regular orientation and training for staff and volunteers.
- Display details of the ICC and this policy prominently at all office locations.
- Include PoSH compliance in all partnership and vendor agreements.

Disciplinary Action:

If the complaint is found to be valid, appropriate action will be taken against the offender which may include:

- Written apology
- Warning
- Termination of employment
- Legal action, if necessary.

If a complaint is found to be malicious or false, action may also be taken against the complainant as per Section 14 of the PoSH Act.

Review Mechanism:

The ICC shall submit an **annual report** to the management and the District Officer as per the PoSH Act. This policy shall be reviewed periodically for its effectiveness.

Confidentiality: All proceedings, records, and identities of parties involved in complaints shall be kept strictly confidential.

Approval and Implementation

This policy is approved by the Board of Directors of **Jeeva Jyothi** and is effective from 7.6.2025

Name	Designation	Signature	Date
V. SUSAIRAJ	MANAGING TRUSTEE		

