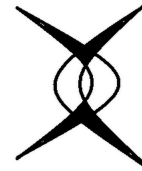


# EMPOWER INITIATIVE

The Delhi Chapter of the Habitat



## SEXUAL HARASSMENT POLICY

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Empower Initiative's position is that sexual harassment is a form of misconduct that undermines the integrity of the membership relationship. All members have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is unacceptable conduct that will not be condoned.

### 1. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

Empower Initiative has adopted, and its policy is based on, the definition of sexual harassment set forth by the Supreme Court of India. The Supreme Court of India defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either an explicit or implicit term or condition of membership (e.g., promotion, training, timekeeping or overtime assignments)
- Submission to or rejection of the conduct is used as a basis for making membership decisions (hiring, promotion, termination)
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment also includes any member conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by members directed to other members including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

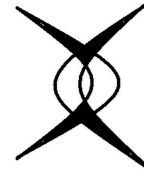
### 2. WHAT IS NOT SEXUAL HARASSMENT?

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

### 3. HARASSMENT BY NON-MEMBERS

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We will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from customers, vendors and other parties who have workplace contact with our members.

## 4. COMPLAINT PROCEDURE

If you feel that you have been the recipient of sexually harassing behavior, report it immediately to the [hr@pathlesstravelled.org](mailto:hr@pathlesstravelled.org) or to any other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Depending on the complexity of the investigation, you should be contacted within four working business days about the status of your complaint and whether action is being taken.

If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to the head of Empower Initiative.

## 5. DISCIPLINE

Any member found to have harassed another member or applicant for membership will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of membership.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

## 6. RESPONSIBILITY

Each manager is responsible for implementing this policy within his or her area of supervision.

Empower Initiative wants you to have a work environment free of sexual harassment by management personnel, by your coworkers and by others with whom you must interact in the course of your work as a Empower Initiative member. Sexual harassment is specifically prohibited as unlawful and as a violation of Empower Initiative's policy. Empower Initiative is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work related sexual harassment.

## 7. REPRISAL PROHIBITED

Empower Initiative will permit no membership based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

## 8. WRITTEN POLICY

If Empower Initiative should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.