

POSH POLICY

Prevention of Sexual Harassment at the Workplace

Organization: Al-Salwa International Foundation

Policy Version: 1.1 / 2026

Effective Date: February 04, 2026

Compliance: POSH Act, 2013 (Govt. of India)

1. OBJECTIVE & SCOPE

Al-Salwa International Foundation is committed to providing a professional work environment that is free from any form of discrimination or sexual harassment. This policy has been framed in accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act")**.

This policy applies to all **employees, volunteers, interns, contract staff, and associates** of Al-Salwa, as well as visitors or third-party vendors attending the Foundation's premises or project sites (Mobile Medical Units).

2. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any one or more of the following unwelcome acts or behavior (directly or by implication):

- 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.

Implicit Behaviour:

Circumstances which may amount to sexual harassment include (but are not limited to) implied or explicit promise of preferential treatment, threat of detrimental treatment in employment, or creating an intimidating/offensive/hostile work environment.

3. INTERNAL COMMITTEE (IC)

The Foundation has constituted an **Internal Committee (IC)** to handle all complaints of sexual harassment. The IC is responsible for the investigation and time-bound redressal of grievances.

- **Presiding Officer:** A woman employed at a senior level within the organization.

- **Members:** At least two members from amongst employees committed to the cause of women or having experience in social work/legal knowledge.
- **External Member:** One member from an NGO or association committed to the cause of women or familiar with issues relating to sexual harassment.

Note: At least one-half of the total Members so appointed shall be women.

4. REDRESSAL MECHANISM

Any aggrieved individual may make, in writing, a complaint of sexual harassment at the workplace to the IC within a period of **three months** from the date of the incident.

Step 1: Conciliation

Before initiating an inquiry, the IC may, at the request of the aggrieved individual, take steps to settle the matter through conciliation (no monetary settlement shall be made as a basis of conciliation).

Step 2: Inquiry

If conciliation is not requested or fails, the IC shall proceed to make an inquiry into the complaint in accordance with the principles of natural justice. The inquiry must be completed within **90 days**.

5. CONFIDENTIALITY & NON-RETALIATION

The identity of the aggrieved individual, the respondent, and witnesses, as well as the proceedings of the inquiry, shall remain **strictly confidential** and shall not be disclosed to the public or media.

Al-Salwa International Foundation strictly prohibits any form of retaliation against individuals who report harassment or participate in an investigation. Any employee found engaging in retaliatory behavior will be subject to severe disciplinary action.

6. PENAL CONSEQUENCES

If the allegation is proven, the IC shall recommend action to the Management, which may include:

- Written apology or warning.
- Withholding of promotion or increments.
- Termination of employment/contract.
- Counseling sessions or community service.

| 7. FALSE OR MALICIOUS COMPLAINTS

If the IC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved individual has made the complaint knowing it to be false, Al-Salwa reserves the right to take disciplinary action against such individual in accordance with the provisions of the Act.

Approved By:

Date: Feb 04, 2026

Seal & Sign:

Faizal Ibrahim Shaikh

Chairman | Al-Salwa Int. Foundation