



Aas Health Foundation

Swayambhu Apt 2, Near Nasare Sabhagruh,

Hudkeshwar Road, Nagpur – 440034.

Workplace Discrimination and Sexual Harassment Policy

Introduction

Aas Health Foundation (AHF) is committed to fostering a safe, respectful, and inclusive work environment where all employees, volunteers, and stakeholders are treated with dignity. This policy outlines the organization's stance against workplace discrimination and sexual harassment and provides mechanisms to address and resolve such issues effectively.

Purpose

The purpose of this policy is to:

1. Ensure equal opportunities for all, free from discrimination or harassment.
2. Promote a respectful workplace culture where sexual harassment and discrimination are not tolerated.
3. Provide a clear process for reporting, investigating, and addressing complaints.

Scope

This policy applies to all employees, volunteers, interns, contractors, partners, and stakeholders associated with AHF, regardless of location or role. It applies to workplace interactions as well as work-related events, including off-site activities, conferences, and online communication.

Key Principles

1. *Zero Tolerance*

AHF has zero tolerance for any form of discrimination, harassment, or inappropriate behavior.

2. *Dignity and Respect*

All individuals are entitled to a workplace environment that values dignity, equity, and mutual respect.

3. *Confidentiality*

Complaints and investigations will be handled confidentially to protect the rights of all parties involved.

4. *Non-Retaliation*

No one will face retaliation or adverse action for reporting concerns or participating in an investigation in good faith.

Definitions

1. *Workplace Discrimination*

- Any unfair treatment based on race, religion, gender, sexual orientation, marital status, disability, age, caste, ethnicity, or any other protected characteristic.

2. *Sexual Harassment*

Includes, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors.
- Inappropriate comments, jokes, or gestures of a sexual nature.
- Display of sexually explicit materials or inappropriate images.
- Physical contact or behavior of a sexual nature that is unwelcome or creates an intimidating environment.

3. *Hostile Work Environment*

- When inappropriate or discriminatory behavior interferes with an individual's work performance or creates an intimidating, offensive, or abusive workplace.

Responsibilities

1. *Management and Leadership*

- Promote an inclusive, harassment-free workplace culture.

- Take immediate action to address complaints and prevent recurrence.
 - Ensure all staff are aware of and trained on this policy.
2. *Employees and Associates*
 - Uphold the principles of this policy and treat everyone with respect.
 - Report any incidents of harassment or discrimination promptly.

Reporting Procedures

1. *How to Report*

- Employees can report discrimination or harassment to their direct supervisor or the designated Grievance Redressal Officer (GRO).
- If the supervisor is involved, reports can be directly made to the management or an independent third-party committee designated by AHF.

2. *Complaint Format*

- Complaints can be submitted in writing or verbally. Written complaints must include details of the incident(s), including dates, times, location, and names of those involved.

3. *Anonymous Reporting*

- Complaints can be submitted anonymously through designated channels (e.g., suggestion boxes, emails).

Investigation Process

1. *Acknowledgment*

- The complaint will be acknowledged within 48 hours of submission.

2. *Fair Investigation*

- An impartial investigation will be conducted, ensuring that all parties have the opportunity to provide their accounts.

3. *Resolution Timeline*

- Investigations will be concluded within 30 days of receiving the complaint.

4. *Outcomes*

- If a complaint is substantiated, appropriate action will be taken, including disciplinary action, training, or termination of employment/association.

5. *Appeals*

- Either party may appeal the decision by submitting a request to the management within 7 days of receiving the outcome.

Preventive Measures

1. *Training and Awareness*

- Mandatory training on workplace discrimination and harassment will be conducted for all employees and volunteers.
- Educational materials will be made accessible to ensure understanding of appropriate workplace behavior.

2. *Policies and Guidelines*

- Clear guidelines on appropriate workplace conduct will be disseminated.

3. *Safe Reporting Channels*

- Multiple reporting channels will be established, including anonymous options.

Consequences of Policy Violations

1. *Disciplinary Action*

- Violations of this policy may result in actions such as warnings, suspension, or termination of employment, depending on the severity of the offense.

2. *Legal Action*

- In cases of severe misconduct, legal authorities may be involved, as per applicable laws.

Monitoring and Review

- This policy will be reviewed annually to ensure it aligns with evolving laws and workplace standards.

- Feedback from employees and stakeholders will be incorporated into the review process.

Contact Information

Grievance Redressal Officer (GRO)

AAS Health Foundation

help@ashealthfoundation.com

7304317605

Acknowledgment

All employees, volunteers, and associates must sign a declaration acknowledging that they have read, understood, and agree to abide by this policy.

Approved by:

Dr. Kamlesh Kakde

Secretary,

AAS Health Foundation

Date: