



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/19	

Sexual Harassment Policy

The Policy Statement

Shri Brahma Samaj Seva Trust is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. BSST will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Scope of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Physical conduct

- × Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching,
- × Physical violence, including sexual assault
- × Physical contact, e.g. touching, pinching
- × The use of job-related threats or rewards to solicit sexual favors



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Verbal conduct

- × Comments on a worker's appearance, age, private life, etc.
- × Sexual comments, stories and jokes
- × Sexual advances
- × Repeated and unwanted social invitations for dates or physical intimacy
- × Insults based on the sex of the worker
- × Condescending or paternalistic remarks
- × Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- × Display of sexually explicit or suggestive material
- × Sexually-suggestive gestures
- × Whistling
- × Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser.

BSST recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

BSST recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of BSST, clients, customers, casual workers, contractors or a visitor who sexually harasses another will be reprimanded in accordance with this internal policy.

Note: You are requested to kindly go through our Standard Operating Procedure to know the procedure to put up a complaint on "Sexual Harassment"