



## POSH POLICY

### 1. Purpose

To create a safe, respectful, and inclusive work environment, free from sexual harassment, and to establish an effective complaint redressal mechanism.

### 2. Scope

This policy applies to all employees, interns, volunteers, consultants, and visitors across all CCSDO offices and project locations.

### 3. Definition of Sexual Harassment

Includes but is not limited to:

- Unwelcome physical contact or advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

### 4. Internal Committee (IC)

- An Internal Committee (IC) is constituted as per the POSH Act, 2013.
- The IC shall consist of at least 4 members, with a woman Presiding Officer, and one external member with expertise in women's issues or law.
- The IC will handle complaints with confidentiality and fairness.

### 5. Complaint Mechanism

- A complaint must be made in writing within 3 months of the incident (extension possible in exceptional cases).
- The IC shall acknowledge the complaint, conduct inquiry, and submit a report within 90 days.

### 6. Inquiry Process

- Both the complainant and respondent shall be given fair opportunity to present their case.
- Strict confidentiality shall be maintained throughout the process.
- If the complaint is proven, disciplinary action (including termination) may be taken.

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Phase - 1, New Delhi -110091



## 7. False Complaints

- Malicious or false complaints will also be dealt with seriously after due inquiry.

## 8. Awareness & Training

- CCSDO shall organize regular POSH awareness programs, workshops, and training sessions for all staff.
- All new employees will be oriented on POSH policy during induction.

## 9. Retaliation Prohibited

- Any form of retaliation against the complainant or witnesses will not be tolerated.

## 10. Record Keeping & Reporting

- The IC shall maintain records of complaints, inquiries, and actions taken.
- An annual report will be submitted as per legal requirements.

## 11. Review of Policy

- This policy shall be reviewed annually or as per updates in the POSH Act or related guidelines.



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