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POLICY STATEMENT

At Gateway Ministries, we are committed to fostering a work environment that is safe, respectful, and free from all forms of sexual harassment. Our Sexual Harassment Policy at Workplace is designed to ensure that every employee, regardless of their role or position within the organization, is treated with dignity and respect. We recognize that sexual harassment not only violates individual rights but also undermines trust, productivity, and morale within the workplace, we are committed to prevent and address incidents of sexual harassment promptly, and without partiality.

GUIDING PRINCIPLES

- **Zero Tolerance:** We maintain a zero-tolerance stance towards sexual harassment in any form. All incidents, regardless of severity or context, will be taken seriously and addressed promptly.
- **Equality and Fairness:** We are committed to ensuring that all individuals involved in a

complaint, whether as a complainant, respondent, or witness, are treated with fairness, respect, and impartiality throughout the investigation process.

- **Prevention Through Education:** We believe that education and awareness are critical in preventing sexual harassment. Regular training sessions will be conducted to educate employees about what constitutes sexual harassment, how to recognize it, and how to prevent it.
- **Supportive Environment:** We are dedicated to fostering a supportive environment where individuals feel empowered to speak up against sexual harassment without fear of reprisal. We encourage open communication, active listening, and empathy in all interactions.
- **Continuous Improvement:** We are committed to regularly reviewing and updating our Sexual Harassment policy and procedures to ensure their effectiveness in addressing emerging issues and evolving legal standards related to sexual harassment prevention.

Sexual Harassment Policy at Workplace

Objective: To establish a work environment that prioritizes the safety and dignity of all employees, with a specific focus on preventing and addressing sexual harassment. This policy aligns with the guidelines set by the Supreme Court of India, the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013,"

Scope: This policy applies to all employees of Gateway Ministries irrespective of their employment status, including permanent or temporary, probationary, or part-time, consultants, volunteers, or those engaged through contractors or agents. It extends to Gateway Ministries International offices and any location visited by an employee during official duties, including transportation provided by Gateway Ministries International

Definition:

- a) **Act:** Refers to "The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013" and any subsequent amendments.
- b) **Aggrieved Person:** Any individual who alleges to have experienced sexual harassment at the workplace.
- c) **Internal Complaints Committee (ICC):** A committee constituted by Gateway Ministries International in accordance with the Act.
- d) **Respondent:** The individual against whom an allegation of sexual harassment has been made.
- e) **Sexual Harassment:**
 - 1. Includes unwelcome behavior such as
 - * physical contact, advances
 - * demands for sexual favors,
 - * sexually colored remarks
 - * showing pornography, and

- * any other unwelcome conduct of a sexual nature.
2. It also covers implied or explicit promises or threats related to employment and actions creating an intimidating or offensive work environment.
 3. *Internal Complaints Committee*: The ICC shall consist of:
 - a) A Presiding Officer, a woman employed at a senior level within Gateway Ministries International
 - b) Not less than 2 (two) members from among employees, preferably committed to women's rights or with experience in social work or legal knowledge.
 - c) One member from a non-governmental organization or association committed to women's causes or a person familiar with sexual harassment issues.

The ICC will:

- i. Meet regularly to address instances of policy violation.
- ii. Prepare an annual report, submitting it to the Board, detailing the number of cases filed and their resolution.
- iii. The Presiding Officer and members will serve for up to three years from their nomination.

4. Functioning of Committee:

A. Lodging a Complaint:

- a) The Aggrieved Person directly reports the incident to the Presiding Officer, who attempts informal resolution within three months.
- b) If unable to complain due to physical or mental incapacity, a complaint may be filed by a relative, friend, co-worker, or designated professionals with the written consent of the Aggrieved Person.

c) Where an Aggrieved person, for any other reason, is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the Aggrieved person.

d) The ICC may extend the time limit for filing a complaint for justified reasons.

e) If the Aggrieved person would like to initiate action under the Indian Penal Code, 1860 (“IPC”), and inform the Gateway Ministries International management of the same, and the management will provide necessary assistance to the Aggrieved Person to file the complaint in relation to the offence under the IPC.

B. Conciliation: The ICC may facilitate conciliation, but no monetary settlement is allowed.

C. Inquiry into Complaint: The ICC conducts an inquiry following the principles of natural justice, completing it within three months. Confidentiality is maintained.

- D. **Inquiry Report:** The ICC submits its findings to Gateway Ministries International, within 10 days of completing the inquiry. Gateway Ministries International takes action within 60 days. If no case is found, the complaint is dropped, and Gateway Ministries International is notified.
5. **Penalties to Respondent:** If the complaint is proven, the ICC recommends appropriate action to the head of Gateway Ministries International including:
- * written warnings,
 - * suspension, termination, or
 - * referral to local authorities based on the gravity of the offense.
6. **Punishment for False Complaint:** If a complaint is deemed malicious or false to the head of Gateway Ministries International may take punitive action following applicable service rules.
7. **Confidentiality:** Details of the complaint, identities of the parties involved, and inquiry

proceedings are confidential and shall not be disclosed to the public, media, or press, as per the Right to Information Act, 2005.

8. ***Management Assurance:***

a) Gateway Ministries International will notify and circulate the prohibition of sexual harassment.

b) Prohibition of sexual harassment will be included in the Service and Conduct rules.

c) Measures will be taken to ensure the safety of employees working late.

d) Complainants or witnesses will not face victimization or discrimination.

Gateway Ministries International reserves the right to modify or withdraw any part of this policy at its discretion without notice.

BEHAVIOUR PROTOCOLS AND CODE OF CONDUCT

Church Pastors, Leaders, Teachers, Employees and Volunteers:

Behavior Protocols:

Respectful Conduct: All employees are expected to always treat each other with dignity and respect. This includes any behavior that violates this policy will be subject to disciplinary action, up to and including termination of employment.

Professionalism: Employees should maintain a professional demeanor in all interactions, whether in person, through electronic communication, or during company-sponsored events. This includes refraining from making inappropriate jokes, comments, or gestures of a sexual nature.

Avoidance of Discrimination: Sexual harassment is a form of discrimination and will not be tolerated. Employees should refrain from any conduct that discriminates against others based on their gender, sexual orientation, or any other protected characteristic.

Awareness and Sensitivity: Employees should be mindful of their words and actions to avoid unintentionally causing discomfort or offense to others. Being aware of and sensitive to the boundaries and comfort levels of colleagues is essential in maintaining a respectful workplace environment.

Code of Conduct:

Reporting Procedures: Employees who experience or witness sexual harassment are encouraged to report the incident promptly. Reporting can be done through multiple channels, including the ICC, reporting managers. All reports will be taken seriously, investigated thoroughly, and handled confidentially.

Confidentiality: Gateway Ministries International is committed to protecting the privacy and confidentiality of individuals involved in a sexual harassment complaint to the extent possible. All parties involved, including the complainant, respondent, and witnesses, will be treated with discretion and respect throughout the investigation process.

Non-Retaliation: Retaliation against any individual who reports or participates in the investigation of a sexual harassment complaint is strictly prohibited. Employees can rest assured that they will not face any adverse consequences for speaking up against sexual harassment.

Training and Education: Regular training sessions will be conducted to educate employees about the company's sexual harassment policy, behavior protocols, and code of conduct. These training sessions will empower employees to recognize, prevent, and address incidents of sexual harassment effectively.

- * *"In developing this revised Sexual Harassment Policy, we have taken key principles and guidelines from the 'ACT Sexual Harassment Policy.' The aim is to align our approach with recognized standards and best practices outlined in the ACT policy, ensuring a comprehensive and effective framework for preventing and addressing sexual harassment at our workplace."*

ANNEXURE

Pledge of Commitment: (this pledge shall be made by all staff and volunteers)

I, _____
have read and understood the Organization’s Sexual Harassment Policy at Workplace, including the code of conduct.

I acknowledge that this Commitment states expectations of me in my service and / or association with the activities of the organization. With my Signature affixed herein, I agree to abide by this Commitment.

NAME: _____

JOB TITLE/POSITION: _____

SIGNATURE: _____

DATE: _____

Please tear this portion and return to GMI head office