



Prevention of Sexual Harassment (POSH) Policy

LightLives Charitable Trust | Version 1.0

Introduction

At LightLives, we believe everyone deserves to work in a space where they feel safe, respected, and valued. This policy is here to protect you—whether you are a staff member, volunteer, intern, contractor, or visitor. We are committed to creating a workplace free from sexual harassment.

This policy follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and we take it seriously.

Understanding Sexual Harassment

Sexual harassment is any unwelcome behaviour of a sexual nature that makes you feel uncomfortable, unsafe, or disrespected. It can happen in obvious ways or subtle ones, and it's never okay.

It includes:

- Physical contact or touching that you didn't want or ask for
- Comments, jokes, or gestures that are sexual in nature
- Requests for sexual favours, especially when tied to your job or promotion
- Showing or sharing sexually explicit images or materials
- Remarks about your appearance or body that cross the line
- Harassment through messages, emails, or social media
- Creating a hostile or uncomfortable environment through sexual comments or behaviour
- Discrimination or hostility based on gender

Key terms:

- **Complainant:** That's you, if you've experienced harassment and choose to report it
 - **Respondent:** The person being reported
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Who This Policy Protects

This policy covers all of us at LightLives, including:

- All staff members (permanent, contract, part-time)



- Board members and trustees
- Volunteers, interns, and consultants
- Contractors and vendors

And it applies everywhere we work—in the office, during field visits, at conferences, training sessions, social events, gatherings and even when working remotely or online.

Our Core Values

Zero Tolerance: We don't tolerate sexual harassment in any form. Period.

Dignity and Respect: Everyone deserves to be treated with kindness and respect—no exceptions.

Confidentiality: When you share your story with us, we keep it private and handle it with care.

Inclusion for All: This policy protects everyone, regardless of gender or sexual orientation.

No Retaliation: If you report something in good faith, you won't face any negative consequences. We promise.

How We Expect Everyone to Behave

Let us all commit to:

- Treating each other with respect and kindness
- Keeping our interactions professional
- Using language that's inclusive and respectful
- Respecting personal space and boundaries
- Speaking up if we see something wrong

What is not okay:

- Making unwanted advances or asking for sexual favours
 - Using sexual language or making inappropriate jokes
 - Sharing or displaying sexually explicit content
 - Making comments about someone's body or appearance in a sexual way
 - Sending unwanted personal messages of a sexual nature
 - Any kind of unwanted physical contact
 - Creating an uncomfortable environment through sexual behaviour
 - Retaliating against someone who speaks up
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Your Internal Complaints Committee (ICC)

We have a dedicated team ready to support you in the event of an issue. They are here to listen, investigate fairly, and help find solutions.

- **Presiding Officer:** Teresa Fernandez (Trustee)
 - **Member:** Yentl (Team member)
 - **Member:** Leo (Team member)
 - **Member-Secretary:** Viji (HR representative)
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How to Report

1. **Send an email** with details of what happened to the ICC
2. **Call our helpline** anonymously: 9944403959 / 9886892578 / 9866637495

What to include in your report:

- What happened (as much detail as you are comfortable sharing)
- When and where it occurred
- Names of anyone who witnessed it
- What would you like to see happen
- Any documents or messages that support your report

Important timing:

- Please file your complaint within 3 months of the incident
 - If you need more time due to special circumstances, talk to us—we may be able to extend this
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What Happens Next

If harassment is confirmed:

For employees (depending on the severity of the offence):

- Written apology to complainant/Organisation
- Suspension without pay
- Demotion
- Termination (in serious cases)

For contractors/vendors:

- Contract termination
- Blacklisting from future work



- Reporting to authorities if needed

If the complaint is not substantiated:

- No action against the respondent
- You will be informed of the outcome

Support for you throughout:

- Flexible work arrangements during the investigation
 - Protection from any retaliation
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We Protect You from Retaliation

This is important: if you report harassment, no one can punish or mistreat you for it. Anyone who retaliates will face serious consequences, including possible termination of employment.

Retaliation includes actions such as giving you a poor performance review, threatening or intimidating you, isolating you socially, or creating a hostile work environment in any way.

Your Privacy Matters

- All records are kept secure with limited access
 - Information is shared only with those who need to know
 - If you report anonymously, your identity is protected
 - We keep records for at least 5 years
 - We follow all legal requirements for disclosure
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Training and Awareness

We want everyone to understand this policy, so we provide:

- **POSH awareness training** when you join us
 - **Annual refresher training** for everyone
 - Training covers what harassment is, how to report it, and what happens next
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Policy Review

We will review this policy regularly to make sure it stays relevant and effective, especially if laws change or we identify ways to do better.



Get in Touch

Internal Complaints Committee:

- **Presiding Officer:** Teresa Fernandez (Trustee) [Email: teresa@talentease.com]
 - **Member:** Yentl (Team member) (Email: yentl.dsilva@talentease.com]
 - **Member:** Leo (Team member) [Email: leo.fernandez@talentease.com]
 - **Member-Secretary:** Viji (HR representative) [viji.arun@talentease.com]
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Your Acknowledgment

By signing below, you are confirming that you have read this policy, you understand it, and you agree to follow it. We all play a part in keeping our workplace safe and respectful.

Name: _____

Signature: _____

Date: _____

Position: _____

Policy Approved By: Board of Trustees, LightLives Charitable Trust

Date of Approval: 28.10.2025

Date of Next Review: 01.04.2026

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