

EQUITY FOUNDATION SEXUAL HARASSMENT POLICIES

SEXUAL HARASSMENT POLICY OF EF

Equity Foundation believes that the employee should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct. Sexual harassment refers to behaviour that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness. Behaviour that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Definition

Equity Foundation has adopted, and its policy is based on, the definition of sexual harassment. The sexual harassment is unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

- ⊕ Submission to such conduct is made either explicitly or implicitly a term or condition of your employment

- ⊕ Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you

- ⊕ Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Employer's Responsibility

Equity Foundation wants its employees to have a work environment free of sexual harassment by management personnel, by our co-workers and by others with whom you must interact in the course of your work as an EF employee. Sexual harassment is specifically prohibited as unlawful and as a violation of EF's policy. EF is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work related sexual harassment.

Complaint Procedure

If you experience or witness sexual harassment in the workplace, report it immediately to _____. You may also report harassment to any other member of [company name]'s management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Retaliation Prohibited

Equity Foundation will permit no employment based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Written Policy

You will receive a copy of EF's sexual harassment policy when you begin working for EF. If at any time you would like another copy of that policy, please contact committee member. If EF should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

Penalties

Sexual harassment will not be tolerated at EF. If an investigation of any allegation of sexual harassment shows that harassing behaviour has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

**Resolution passed by the Members of Equity Foundation on the formation
Of
Sexual Harassment Committee**

Declaration Issued on: 7th day of April, 2008

We, the Members of Equity Foundation, who assembled in Patna, after due deliberation unanimously resolve the following and hereby pledge to implement the issues addressed in the Sexual Harassment Committee chapter:

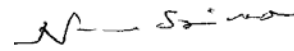
- ⊕ “We pledge to secure the rights and duties of our staffs and, and provide a healthy work culture.
- ⊕ “We pledge to involve and use the constrictive energy of all the staffs in the Equity Foundation and treat them as equals.
- ⊕ There will be no discrimination on the basis of caste creed and sex.

Duly signed by:

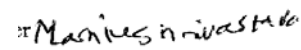
Dr. Renu Ranjan (Chairperson)



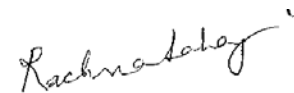
Ms. Nina Srivastava (Executive Director)



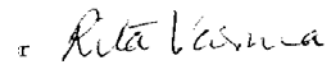
Ms. Manju Srivastava (Treasurer)



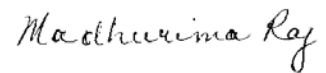
Dr. Rachna Sahaya (Member)



Ms. Rita Verma (Member)



Dr. Madhurima Raj (Member)



Ms. Tushima Sahaya (Member)

