

# Felix Hospital

## POSH POLICY

Department of Human Resources

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| DOCUMENT NAME: POSH POLICY         | DOCUMENT ID: FH/DM/HRM/06/01/21 |
| EFFECTIVENESS DATE:<br>01-Nov-2021 | NABH REFERANCE: HRM.8. a-f      |



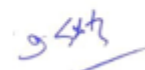


## DEPARTMENT OF HUMAN RESOURCE POSH-POLICY

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| Prepared by:<br>HR Manager<br>Dr. Anisha Sonal<br> | Approved by:<br>VP Operation & Quality Head<br>Dr. Hema Lal<br> | Authorized and released by:<br>Chairman & Managing Director<br>Dr. D K Gupta<br> |
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| <b>POSH POLICY</b>  | <b>2<sup>nd</sup> August 2021</b> | <b>1<sup>st</sup> August 2022</b> |
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| Departmental HOD / Manager  |                                   |                                   |
| <b>Approval:</b>  |                                   |                                   |
| Head Medical Service  |                                   |                                   |
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### Amendment Sheet

| Sl. No. | Section and Page | Date | Amendment | Signature |
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FELIX HOSPITAL

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## POLICY FOR PREVENTION OF SEXUAL HARASSMENT (POSH)

### 1.0 OBJECTIVE:

To create and maintain safe work environment, free from sexual harassment & discrimination for all its employees. As per the guidelines of "The Sexual harassment of women at workplace (prevention, prohibition & redressal) Act, 2013,

### 2.0 SCOPE:

Felix aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in Felix towards any other person being an employee of Felix, Client, Vendor, Customer and Contractor in Company premises or elsewhere in India or abroad.

### 3.0 APPLICABILITY:

All employees (Employees) of Felix at all locations. All Employees (women), regardless of their position and place of employment or engagement, including all employees / workers engaged on contracted and sub-contracted work with Felix and all persons connected with and engaged with Person as trainees, interns, consultants, contractors, vendors, including any employees, customer, consultants of subsidiaries or affiliate entities of Felix and any visitors on any of the Felix premises

### 4.0 DEFINITION:

**4.1 Employee of Felix** – Includes person carrying out any work on behalf of Felix and may have been hired as Permanent, Temporary, Contracted or on Retainer ship Basis, part-time basis etc either directly or indirectly or through vendor organization.

**4.2 Sexual Harassment** – Harassment of a Female/Male employee consisting of any unwelcome sexually determined behavior, whether directly, indirectly, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons to exploit the sexuality of co-employee to harass her in manner which prevents or impairs her full utilization of full benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory .

**4.3 Aggrieved Women** - In relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

**4.4 Respondent:** Employees against whom the complaint has been filed.

4.5

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## 5.0 POLICY GUIDELINES:

Sexual Harassment shall include but not limit to:-

- Physical Contact & Sexual advances
- Demand or request for sexual favors;
- Sexually- colored remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.

## 6.0 GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS:

A complaint shall be submitted in writing to [hrmanager@felixhospital.com](mailto:hrmanager@felixhospital.com) / [td@felixhospital.com](mailto:td@felixhospital.com) or to any member of the Internal Committee mentioned herein within 3 months of occurrence of an act of Sexual Harassment. If the respondent is direct supervisor of the complainant, or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

## 7.0 INTERNAL COMMITTEE:




Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an internal committee consisting of:

| Sl. No. | Positions         | Designation   |
|---------|-------------------|---|
| 1       | Presiding Officer | VP-Operations & Quality   |
| 2       | Member Secretary  | Quality Head / Manager  |
| 3       | Member            | MS / DMS / AMS  |
| 4       | Member            | GM-Operations   |
| 5       | Member            | Training & Development Manager-HR / Manager HR  |
| 6       | Member            | DGM - Operations  |
| 7       | Member            | Director-Nursing / DNS  |
| 8       | External member   | From an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment / Legal Advisor |

**7.1** Not less than half of the IC Members shall be women

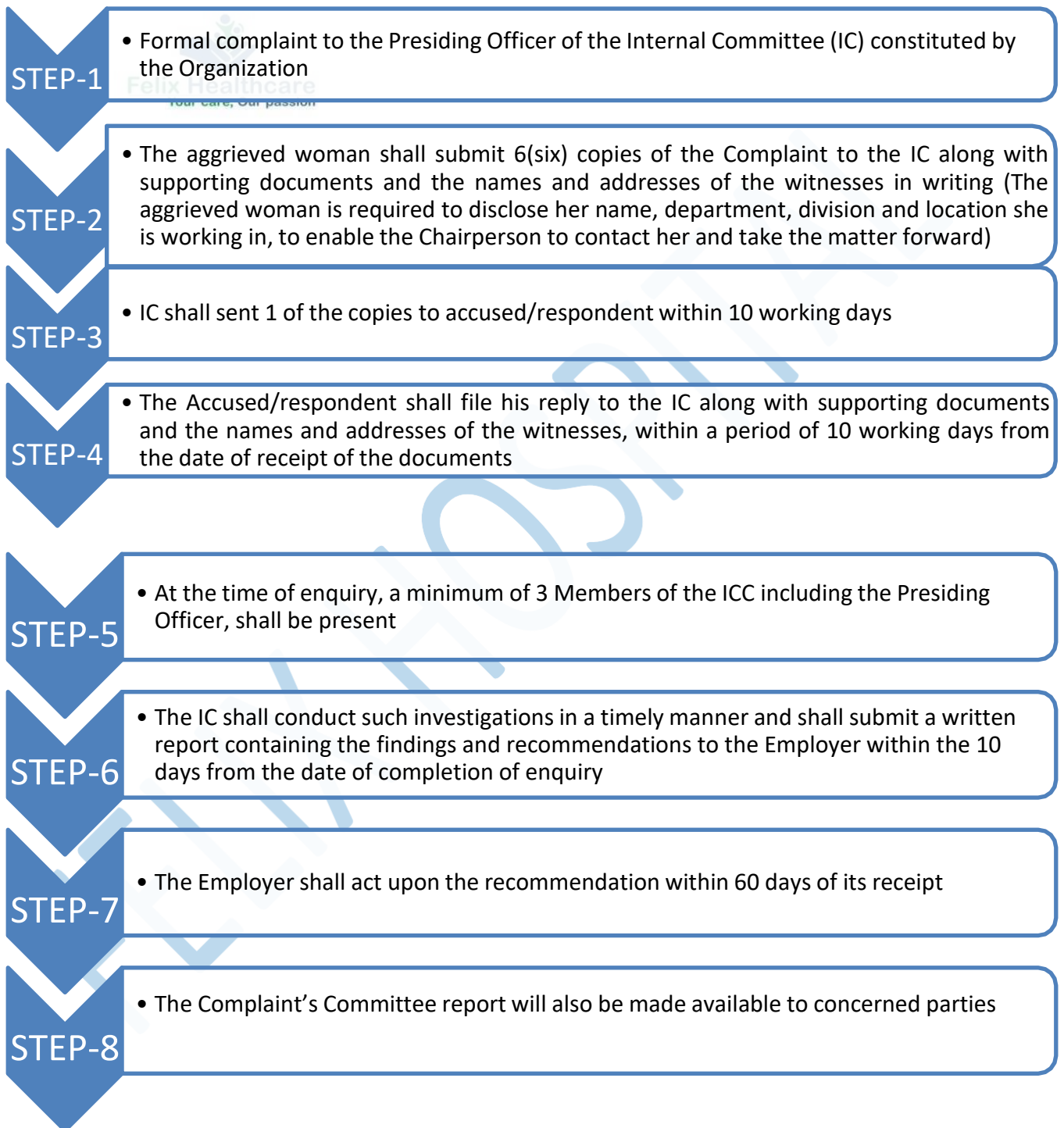
**7.2** The term of the IC Members shall not exceed 3 years


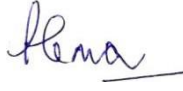

**7.3** A minimum of 3 Members of the IC including the Presiding Officer are to be present for conducting the inquiry.

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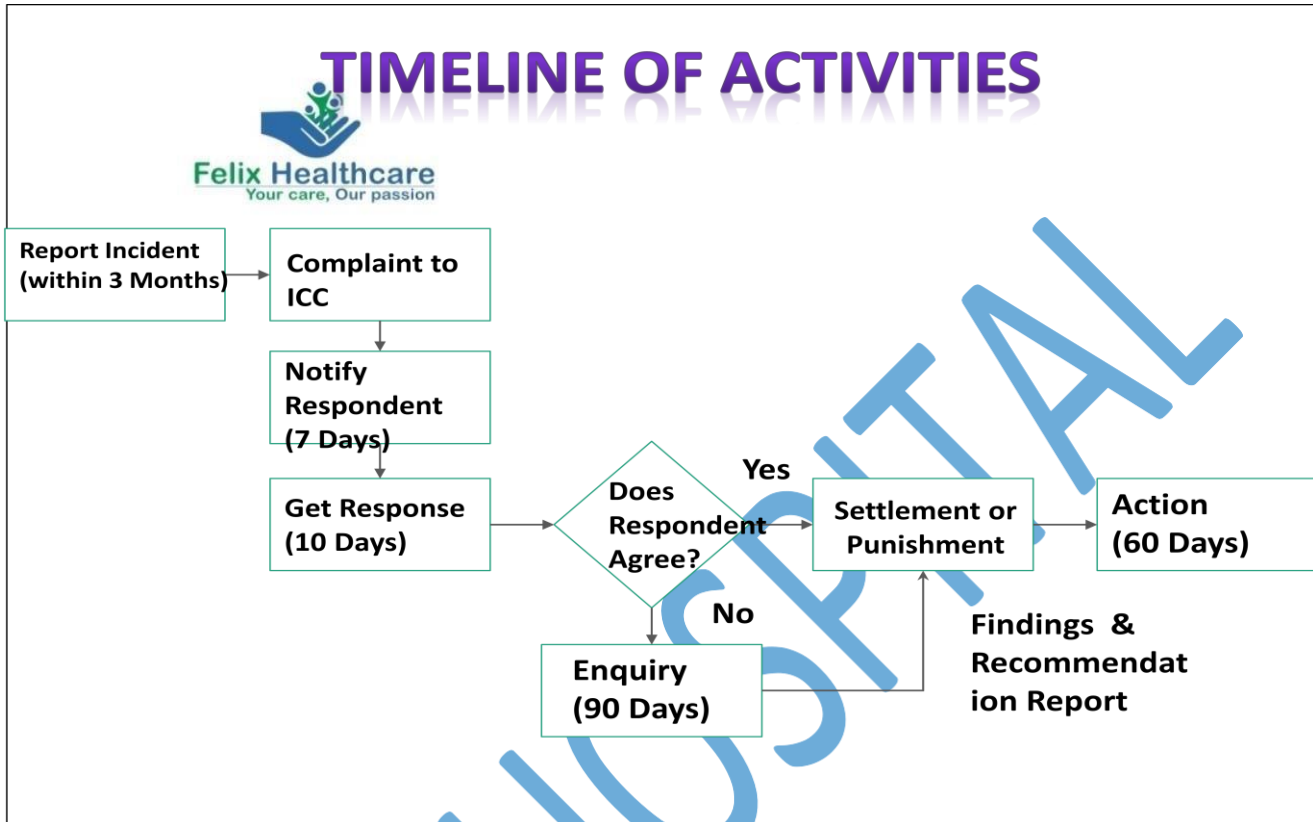
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## 8.0 PROCESS, GUIDELINES & TIMELINE






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- 8.1** Within 3 working days, the internal committee shall commence Official Internal Enquiry by informing the said complaint to the respondent.
- 8.2** By instructing to stop the alleged act of Sexual Harassment immediately
- 8.3** By informing not to reach out to the complainant directly or indirectly
- 8.4** Employees are duty bound to assist in investigative steps, employees' wholehearted participation shall be mandatory in this regard. Whistleblowers shall be protected from exposure, retaliation or hostility.
- 8.5** Within 2 working days from receipt of prima facie findings or the charges, if the complainant or the Respondent is dissatisfied with the decision of internal committee, she or he may appeal specifying the reasons in writing to Head medical service. Within 5 working days from the receipt, the appeal shall be finally disposed of by written communication to the said party. The decision of Head Medical Service shall be final and cannot be appealed.

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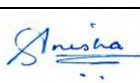
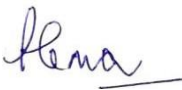





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## 9.0 REDRESSAL:

- 9.1 An amicable resolution of the complaint is possible only with the written consent of the complainant
- 9.2 Within 24 hours of closing the case file, the Presiding Officer of the internal committee shall present the same to and inform its decision to the Head Medical Service/ Director
- 9.3 In case of decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offence etc and the impact of the offence on the company profile as a whole.
- 9.4 The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender.
- 9.5 The disciplinary action that shall be commensurate with the nature of the gravity of the offence, shall include but not limited to,
- 9.5.1 Warning
  - 9.5.2 Written apology from offender,
  - 9.5.3 Bond of good behavior
  - 9.5.4 Transfer (Internal / External)
  - 9.5.5 Debarring from supervisory duties
  - 9.5.6 Denial of employee benefits like increments/promotion/salary correction etc.
  - 9.5.7 Cancellation of specific work Assignment
  - 9.5.8 Suspension
  - 9.5.9 Dismissal
- 9.6 Annual report summarizing complaints and Redressal of Sexual harassment shall be prepared by the member secretary. The said report as well as all documents regarding Sexual Harassment complaints shall be in the custody of designated person and will be termed as 'Strictly Confidential'.

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