

# GenWorks POSH Policy

Prevention of Sexual Harassment Policy: ACT 2013

# Prevention of Sexual Harrassment of Women at Workplace Act –2013

POSH is the legal requirement to prevent, prohibit, and address the sexual harassment issues at work place.

## GenWorks' Zero Tolerance:

- \* All Company employees, consultants, trainees, Interns & contract hires are expected to adhere to the Company's Prevention of Sexual Harassment policy.
- \* We have zero tolerance & take utmost care of our all people associated with us.



# What is Sexual Harrassment?



## Anything which is

1. **Unwelcome advance** – Unnecessary closeness
2. **Sexual in Nature** – Conduct was inappropriate
3. **Impact is what matters, not intent** – How it affects
4. **Often occurs in a matrix of power** – often by superiors
5. **Subjective experience** – based on the opinion formed by the person experiencing it.
6. **Can be direct or by implication** – direct or indirect

# Do's and Don'ts in Workplace

## Do's in a Workplace

1. Communicate preferred timings
2. Keep Calendar updated
3. State preferred Modality and Allow for flexibility
4. Seek Consent
5. Set your settings
6. Check Background view
7. Check dress code
8. Be careful about friend request
9. Communicate cause of discomfort
10. Display conduct as per code of conduct

## Don't of PoSH at Workplace

1. Text/Call outside workhours for personal reasons
2. Make inappropriate comments on calls
3. Share inappropriate content
- 4 Forward personal content
5. Repeatedly send messages
6. Delete content
7. Repeatedly ask to accept friend request
8. Accept request even if uncomfortable
9. Engage in online inappropriate behaviour
10. Keep silent about discomfort



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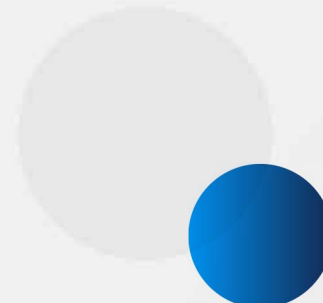


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