



Mimansha Foundation

# MIMANSHA FOUNDATION

Cin no( U85300JH2022NPL019023)

Section 8 License No :- 136935

Nunudih Shahi Niwas, Patherdih Dhanbad-828119

Incorporated under of section 8 of the Companies Act, 2013 (18 of 2013) 8<sup>th</sup> of the Companies (Incorporation) Rules, 2014]

Registration under Income tax Act 12A :- AAPCM9952RF20231 , 80G :- AAPCM9952RF2023101

CSR registration no:-CSR00062842 MSME registration no:- UDYAM-JH-09-0004701

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## Prevention of Sexual Harassment (POSH)

Mimansha Foundation is committed to providing a safe and respectful work environment for all employees, free from sexual harassment. This policy outlines our commitment to preventing and addressing sexual harassment at the workplace.

Sexual harassment includes any unwelcome behavior of a sexual nature, including but not limited to:

- Physical contact or advances
- Demands or requests for sexual favors
- Sexually colored remarks or jokes
- Display of pornographic or obscene materials
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

This policy applies to all employees, interns, volunteers, and visitors of Mimansha Foundation, including those who work remotely or on a part-time basis.

- All Employees: To maintain a workplace free from sexual harassment, and to report any incidents of sexual harassment to the designated authorities.
- Supervisors and Managers: To ensure that all employees under their supervision are aware of this policy and to take prompt action in response to any complaints or reports of sexual harassment.
- Internal Complaints Committee (ICC): To receive and investigate complaints of sexual harassment, and to recommend actions to be taken.

### Procedures for Reporting and Investigating Complaints

1. Reporting a Complaint: Employees who believe they have been subjected to sexual harassment should report the incident to the ICC or their supervisor/manager.
2. Investigation: The ICC will investigate the complaint in a fair and impartial manner, and will maintain confidentiality throughout the process.
3. Action: Based on the findings of the investigation, the ICC will recommend actions to be taken, which may include disciplinary action against the perpetrator.

### Disciplinary Action

Mimansha Foundation will take disciplinary action against any employee found to have engaged in sexual harassment, up to and including termination of employment.

### Training and Awareness

Mimansha Foundation will provide regular training and awareness programs for all employees on the prevention of sexual harassment and the procedures for reporting and investigating complaints.

### Review and Update

This policy will be reviewed and updated annually, or as necessary, to ensure that it remains effective and compliant with relevant laws and regulations.



### **Acknowledgement**

All employees of Mimansha Foundation are required to acknowledge that they have read and understood this policy, and will comply with its provisions.

### **ICC Members**

The following employees are members of the Internal Complaints Committee (ICC) in Mimansha Foundation:

- Israt Khatoon (6299194833)
- Shilpi Shahi (7870746113)
- Tanu shree Devnath (7001465513)
- Soumitra Gautam (6204849383)

For any questions or concerns regarding this policy, or to report a complaint of sexual harassment, please contact:

*Piyush Kumar*

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Mimansha Foundation

