



HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
Core-7-A, India Habitat Centre, Lodhi Road, New Delhi -110 003

No.: F. HUDCO/ HRMA /POSH / 2025

16th October, 2025

OFFICE MEMORANDUM

Subject: Policy for Prevention of Sexual Harassment (POSH) at Workplace

The policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

1. OBJECTIVE

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

To set forth the expectations of conduct and mutual respect at the workplace with regard to prevention of sexual harassment and the process of inquiry and complaint redressal if these expectations are not met or are violated.

2. SCOPE

This policy is applicable to all employees, contract workers, interns, consultants, vendors, and visitors associated with the organization. It covers all workplaces including office premises, client locations, virtual meetings, business travel, and official events.

3. DEFINITIONS

- 3.1 **"Aggrieved woman/party"** means in relation to a 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 and includes contractual, temporary, visitors.
- 3.2 **"Respondent"** means a person against whom a complaint of sexual harassment has been made by the aggrieved woman.
- 3.3 **"Employee"** means a person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

3.4 **"Workplace"** means in addition to the place of work [Corporate office / Regional offices] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with HUDCO Limited, including transportation provided for undertaking such a journey.

3.5 **"Employer"** means a person responsible for management, supervision and control of the workplace.

3.6 **District Officer:** Officer designated by the Government to exercise power or discharge functions under the Sexual Harassment of Women at Workplace Act' 2013.

3.7 **"Sexual Harassment"** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: —

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

4. PREVENTION OF SEXUAL HARASSMENT

4.1 No woman shall be subjected to sexual harassment at any workplace.

4.2 The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: —

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

5. CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

5.1 To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" is constituted. The detail of the committee is notified to all.

5.2 The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

- Presiding Officer: A woman employed at a senior level in the organization or workplace.

- At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge.
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- At least one half of the total members is women.

5.3 The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

5.4 The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

6. COMPLAINT OF SEXUAL HARASSMENT

6.1 A complaint in writing can be raised by the affected person or by someone who has witnessed the behaviour. In case the complaint is raised by someone who has witnessed the behaviour, the IC must ensure before proceeding in the matter that prima facie there is a case of sexual harassment against the Respondent.

6.2 If an incident of this kind is brought to the notice of any employee (not necessarily the reporting manager of the respondent/affected person), he/she is responsible to communicate the same to the IC.

6.3 The complaint must be made in writing to the Chairperson or any member of the Internal Committee within 3 months from the date of incident. The IC may, for the reasons to be recorded in writing, extend the time limit exceeding three months, if it is satisfied that the circumstances were such which prevented the Complainant from filing a complaint within the said period.

6.4 Any written complaint received in any form shall be accepted. The complaint can be submitted to the IC electronically or may be physically submitted to any IC member of the respective location. The IC may, but shall not be bound to, accept oral complaints under this Policy.

7. CONCILIATION

7.1 Prior to initiating an inquiry, the IC may, at the request of the Complainant (only if the complainant is the aggrieved party) take steps to settle the matter between the Complainant and the Respondent through conciliation by giving due notice to the respondent, provided that no monetary settlement is made the basis of such conciliation.

7.2 In case a settlement has been arrived at between the aggrieved party and the respondent, then IC shall record the settlement so arrived in writing along with the recommendations of the Inquiry committee and forward the same to the Company to take action as specified in the recommendation of the IC.

7.3 The IC shall provide a copy of the terms of settlement as recorded, to the Aggrieved party and Respondent. Consequent thereto, the Inquiry committee shall close the proceedings and shall not carry out any inquiry on the said complaint.

8. INQUIRY PROCESS

8.1 The IC would carry out an inquiry into the complaint received.

8.2 All efforts should be taken to expedite the process and complete the inquiry as early as possible. The inquiry should be completed within a maximum of 90 days from the date of receipt of the complaint.

8.3 The IC has powers to:

- a) Summon and enforce the attendance of any person and examine him on oath.
- b) Require the discovery and production of documents.

8.4 The IC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present themselves, for three consecutive hearings convened by the Chairperson or Presiding Officer. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

8.5 The Complainant and the Respondent shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the committee. However, they may be accompanied by a colleague for psychological or emotional support. Such colleague will not be permitted to speak at or otherwise interfere with the proceedings of the IC.

9. ACTIONS DURING PENDENCY OF INQUIRY

9.1 The Committee shall ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

9.2 During the period of enquiry, based on a request from the victim, the IC may recommend the HUDCO to:

- a) Transfer the victim/respondent to another location/workplace.
- b) Grant leave to the victim up to a period of three months (In addition to the leave otherwise entitled).
- c) Restraint the respondent from reporting on the work performance of the Aggrieved Individual or writing his/her confidential/appraisal report and assign the same to another officer.
- d) Grant any other relief as found suitable by IC.

10. RECOMMENDATIONS BY IC AND ACTION

10.1 Summary of the findings will be shared with both the parties. Any representation from any party of the findings of the inquiry may be considered by the IC within a stipulated time period (maximum seven days from the date of receiving the findings) and may be suitably acted upon before giving the final recommendations to the Company.

10.2 Post completion of the above process, Inquiry committee shall submit the final report along with its recommendations to the Company within a period of 10 days.

- a) If the allegation has not been proved, the IC shall recommend to the Company that no action is required to be taken in the matter.
- b) If the allegation against the respondent has been proved, it is required to recommend HUDCO to take action for sexual harassment as a misconduct in accordance with the applicable rules.

10.3 The Company has to act upon the recommendation within 60 days of receipt of the same.

11. MALICIOUS COMPLAINT

11.1 In case the IC arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, and the malicious intent of the complainant is proved, then based on the findings of the inquiry committee may recommend to the Company to take appropriate action against the complainant in accordance with the service rules applicable to the complainant.

11.2 Mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant.

12. DUTIES OF EMPLOYER

Every employer shall—

12.1 Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.

12.2 Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under Clause 5.1.

12.3 Organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed.

12.4 Ensure that necessary facilities and information are provided to the IC for dealing with the complaint and conducting an inquiry.

12.5 Assist in securing the attendance of Respondent and witnesses before the IC and make available such information to the IC as it may require with regards to the complaint.

12.6 Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.

12.7 Monitor the timely submission of reports by the Internal Committee.

12.8 Provide assistance to the Complainant. If the Complainant chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.



12. PROHIBITION OF PUBLICATION

The contents of the complaint, identity and addresses of the victim, respondent and witnesses, any information relating to inquiry proceedings, recommendations of the IC, and the action taken by the Company are not to be published, communicated or made known to the public, press and media. However, information may be disseminated regarding the justice administered to any victim of sexual harassment without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the victim and witnesses.

13. AMENDMENTS

Chairman & Managing Director reserves the right to amend the Policy from time to time in order to comply with any laws/rules/regulations that come into effect from time to time, related to Sexual Harassment.



Prabhjot S. Makkar
General Manager (HR)

Copy to:

1. Members of Internal Complaints Committee.
2. All employees.
3. Notice Boards.