

Prevention of Sexual Harassment (POSH) Policy

Global Institute for Circular Economy and Sustainable Development Goals (ICE&SDGs)

Version	1.0
Effective date	15 June 2026
Next review	15 June 2027
Policy owner	Presiding Officer, Internal Committee, ICE&SDGs
Legal alignment	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & Rules; relevant provisions of the Bharatiya Nyaya Sanhita
Contact	connect@ce-sdg.org

1. Purpose & Commitment

ICE&SDGs is committed to a safe, respectful and dignified workplace, free from sexual harassment. This policy is framed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“the POSH Act”). While the Act protects women, ICE&SDGs as good practice extends a zero-tolerance approach to harassment of any person.

2. Scope

This policy covers all workplaces of ICE&SDGs and all persons associated with it — employees, interns, volunteers, consultants, assessors, contractors and visitors — including field sites, training venues, events, travel on work, and online/virtual interactions.

3. What is Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour (directly or by implication) such as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks, jokes or messages;
- Showing pornography or sexually offensive material;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature, including through phone, email or social media.

Implied or explicit promises, threats, or creation of a hostile or intimidating environment linked to such conduct are also covered.

4. Internal Committee (IC)

ICE&SDGs has constituted an Internal Committee (IC) to receive and inquire into complaints, as required by the Act. The IC includes a senior woman as Presiding Officer, internal members, and an external member familiar with issues of sexual harassment. IC contact for complaints: connect@ce-sdg.org.

5. How to Complain

1. A complaint may be made in writing to the IC within 3 months of the incident (or the last incident); the IC may extend this period for valid reasons.

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2. If the complainant cannot complain in writing, the IC will provide reasonable assistance to put it in writing.
3. The complaint can also be raised by email to connect@ce-sdg.org, marked for the Internal Committee.

6. Inquiry Process

- The IC conducts a fair, impartial and confidential inquiry, giving both parties an opportunity to be heard.
- The inquiry is completed within 90 days; the IC submits its report within 10 days of completion.
- Interim relief (such as leave or reassignment) may be recommended during the inquiry.
- Where the complaint is proven, action is recommended per service rules and the Act; false or malicious complaints made in bad faith may also attract action (a complaint that simply cannot be proven is not treated as malicious).

7. Confidentiality & Non-Retaliation

The identity of the complainant, respondent, witnesses and the details of the case are kept strictly confidential. Retaliation, victimisation or intimidation against anyone who complains, supports or participates in an inquiry is prohibited and will be treated as misconduct.

8. Awareness & Responsibilities

ICE&SDGs will display this policy, build awareness, orient the IC, and include POSH compliance in its annual reporting. Every member of ICE&SDGs is responsible for upholding a harassment-free workplace.

Approved by the Governing Council / Management of ICE&SDGs. For questions or to raise a concern under this policy, contact connect@ce-sdg.org.