



YOUNG IGNITED MINDS FOUNDATION

(Registered under The Indian Trust Act, 1882, Registered under sec 80G &12AA of Income Tax Act,1991)

Young Ignited Minds Foundation (YIMF) Policy on Prevention of Sexual Harassment (POSH)

1. Purpose

Young Ignited Minds Foundation (YIMF) is committed to providing a safe, inclusive, and respectful environment, free from sexual harassment, for all employees, volunteers, interns, partners, and beneficiaries. This policy has been framed in accordance with **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**("POSH Act").

2. Scope

This policy applies to all individuals associated with YIMF, including full-time and part-time employees, volunteers, consultants, interns, and any third parties engaged in YIMF activities, regardless of gender or location (onsite, offsite, or virtual).

3. Definition of Sexual Harassment

Sexual harassment includes any one or more of the following unwelcome acts or behaviour, whether directly or by implication:

- Physical contact or advances

- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Sexual harassment is not limited to physical spaces — it also includes virtual/digital interactions (emails, calls, messages).

4. Internal Complaints Committee (ICC)

YIMF shall constitute an **Internal Complaints Committee (ICC)** as per the POSH Act, composed of:

- A senior woman employee as the Presiding Officer
- At least two employees committed to women's cause/legal knowledge/social work
- One external member from an NGO or legal background

ICC will maintain confidentiality, follow due process, and ensure impartial redressal.

5. Complaint Process

- A complaint must be submitted in writing to the ICC within **3 months** of the incident.
- The ICC will initiate an inquiry and provide both parties an opportunity to be heard.
- The inquiry will be completed within **90 days**, followed by a report to the employer within **10 days**.

6. Disciplinary Action

If the allegation is proven, appropriate disciplinary action will be taken, which may include:

- Written apology
- Warning, reprimand, or censure
- Withholding promotion/increment
- Termination of services
- Legal action, if warranted

7. Protection from Retaliation

YIMF ensures that no complainant or witness will face retaliation, discrimination, or victimization for raising a concern.

8. Awareness and Training

YIMF will regularly conduct awareness sessions and sensitization workshops on POSH for all staff and volunteers.

YIMF stands firmly against all forms of sexual harassment and encourages everyone to uphold a culture of dignity, equity, and respect.

