

**Proposal for Assistance in the smooth performance of duties for employers in THE SEXUAL HARASSEMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013.**



IRFT- International Resources for Fairer Trade

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Proposal for Assistance in the smooth performance of duties for employers in THE SEXUAL HARASSEMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013.

1. Objective

To build robust system to comply with requirements of the Act regarding duties employer.

2. Base

The Sexual Harassment of Women At Workplace (Prevention, Prohibition And Redressal) Act 2013.

3. Process Flow

Formulation

- Policy and policy statement .
- Procedures and formats for complaint redressal.
- Defination of Act of Sexual Harrasement.
- Service rules in case of sexual harassmt misconduct and its penal consequences.

Communication

- Awareness programmes to employees.
- Awareness programmes to the management .
- Capacity Building of of Internal Complaints Committee (ICC) members.

Implementation

- Assistance in forming the ICC.
- Locate & select external member of the ICC.
- Annual reporting to District Officer.
- Guidance for the ICC meetings.

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4. Action Plan

Formulation

- Framing a policy and policy statement based on the S.H. Act 2013.
- Developing the procedures and formats for complaint redressal.
- Framing service rules in line with requirements of the said act in case of Sexual Harassment misconduct and its penal consequences.

Communications

- One day Capacity Building workshops for ICC members about their roles and responsibilities.
- Awareness programme(s) to employees (Batch of 50 employees) about company policy on sexual harassment and legal obligations.
- Awareness programme(s) to management staff.

Implementation

- Nominating the ICC members from employees.
- To locate & select an external member of ICC.
- Annual reporting to District Officer.

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5. Fee Proposal

Stage	Deliverables	Activities of IRFT	Service charges (INR)	Reimbursable (Travel, Accommodation etc.)	GST (INR)	Total (INR)
Formulation	<ul style="list-style-type: none"> • Policy and policy statement. • Procedures and formats for complaint redressal. • Definition of the Act of Sexual Harassment. • Service rules in case of sexual harassment misconduct and its penal consequences. • Training Programme for ICC members. • Awareness Programme for employees. • Awareness Programme for 	<ul style="list-style-type: none"> • Desk Research • Conceptualization • Content Writing • Formatting 				

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	management staff.					
Communication	<ul style="list-style-type: none"> a) One Day Capacity Building Training to ICC members b) Half Day Awareness programs to batch of 50 employees about company policy on sexual harassment and legal obligations. c) Half Day Awareness programs to management staff. 	<ul style="list-style-type: none"> a) Facilitation b) Facilitation c) Facilitation 				
Implementation	<ul style="list-style-type: none"> a) Assistance in forming ICC. b) Locate & select external member of ICC. c) Annual reporting to District Officer. d) Guidance to ICC meetings. 	Facilitation				

6. Payment Schedule

Formulation

- 1) 50% of the total charges in advance to kick off the process.**
- 2) 50% After final confirmation of Deliverables.**

Communication

- 1) 50% of the cost proposal in advance.**
- 2) 50% After the completion task.**

Implementation

- 1) 50% of the cost proposal in advance.**
- 2) 50% After the completion task.**

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7. Timeframe

Formulation: 60 days from acceptance of proposal.

Training and Awareness Programmes: Within 15 Days of the Training Request.