



Make-A-Wish Foundation of India is a non-profit organization (registered as a Trust) that grants life-changing wishes for children with critical illnesses. We grant the wishes for all eligible children between the ages of 3-18 years.

The wish experience is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight a critical illness.

Over 29 years, we have granted more than 88817 wishes across our 11 chapter offices in India. We are a committed team of 28 individuals, supported by over 100 volunteers.

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

(The Sexual Harassment Act requires an employer to set up an Internal Complaints Committee (ICC) at each office or branch having more than 10 employees of any gender.)

Introduction

Make-A-Wish Foundation of India (MAWFI) is an equal employment opportunity nonprofit organisation and is committed to creating a healthy working environment that enables all employees to work without fear of prejudice, gender bias and sexual harassment. The organisation also believes that all employees have the right to be treated with dignity and respect. Sexual harassment at the workplace or other than work place if involving employees is a serious offence and is, therefore, not tolerated at all within the organisation.

Scope And Effective Date

This Policy extends to all **employees, volunteers, stakeholders** of the organisation and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

The Prevention of Sexual Harassment Policy covers harassment, sexual or otherwise, or bullying which occurs both in the workplace and in settings outside the workplace, such as official trips, events or social functions organised for or on behalf of the organisation.

The Policy also extends to any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.

Responsibility of all within the scope of POSH

- All employees of the workplace shall have a personal responsibility to ensure that their behaviour is not in violation of this policy.
- All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

Definitions

Employee is defined as any person on the rolls of the organisation including those on deputation, contract, temporary, part time or working as consultants. For the purposes of POSH, even volunteers are considered employees.

MAKE-A-WISH FOUNDATION® OF INDIA

111, Vasan Udyog Bhavan, Sunmill Compound, S. B. Marg,
Opp. High Street Phoenix Mall, Lower Parel, Mumbai - 400 013.

Tel.: (+91) 86558 57350

E-mail: connect@makeawishindia.org

Web : www.makeawishindia.org

Registered under the Bombay Public Trust Act 1950 No. E-15573 + All donations are eligible for a 50% tax deduction under Section 80-G of the Income Tax Act, 1961



Aggrieved Woman 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;

Employer is defined as any person responsible for the management, supervision and control of the workplace.

Management is defined as the person or board or committee responsible for formulation and administration of policies for such organization or the person discharging contractual obligations with respect to his or her employees.

Sexual harassment is defined as any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

Physical contact and advances

A demand or request for sexual favours

Making sexually coloured remarks

Showing pornography

Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Workplace is defined as any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. egs Social event organized by the employer

During work-related travel,

At a client or customer's premises,

At training events, business lunches or dinners, promotional campaigns or public relations events with clients, customers or prospective partners or

During the course of work-related phone conversations or communications via electronic media

Sexual harassment may occur between co-workers and also where a person uses sexual behavior to control, influence or affect the career, salary or job of another person. It may also occur between an MAWFI employee and someone who is not employed by MAWFI, due to work-related interactions.

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

Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:

Physical contact and advances;

Demand or request for sexual favors;

Sexually colored remarks or remarks of a sexual nature about a person's clothing or body.

Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.

Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;

Giving gifts or leaving objects that are sexually suggestive;

- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy.
- Persistent watching, following, contacting of a person; and
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

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Internal Complaints Committee (ICC)

In accordance with statutory laws prevalent in India,
Every employer of a workplace having more than 10 employees, shall, by an order in writing, constitute a
Committee to be known as the " Internal Complaints Committee":

NOTICE

To receive an effectively deal with sexual harassment complaints, an Internal Complaints
Committee has been constituted by **MAKE-A-WISH FOUNDATION OF INDIA**

Under the provisions of the **Sexual Harassment of Women at Workplace Prevention Prohibition
and Redressal Act, 2013**, the following **Internal Complaints Committee** is formed with the
following composition.

Chairperson: Mrs Paulomi Dhawan

Members to represent the Chapters:

Head Office: Bhakti Lad

Mumbai: Mrs Sophia Falcao

Ahmedabad: Ms Rupande Shah

Bangalore: Mr Bosco AB

Bangalore: Sharan

Chennai: Ms Neda Saba

Delhi: Mr Yogendra Yadav

Hyderabad: Mr Patolla Naresh Reddy

Kolkata: Mrs Sahana Sen

Varanasi: Mr Bhaskar Pandey

External Member: Snehal Sandip Salunkhe, Cell 7718916828,

Email snehalsalunkhe11@gmail.com

**In event of any incident of sexual harassment, lady staff/student may feel free to contact any
member of the above committee. Or mail operations@makeawishindia.org**

The role of the ICC is to act as Inquiry Authority on a complaint of sexual harassment and to
ensure that complainant and witnesses are not victimized or discriminated because of their
complaint.

Any aggrieved woman (complainant) may make, in writing, a complaint of sexual harassment at
workplace to the ICC, within a period of three months from the date of incident and in case of a
series of incidents, within a
period of three months from the date of the last incident.

April 2024

You may read a detailed and updated version of this policy on our website

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