

Regency Hospital Limited

Sexual Harassment Policy

Purpose

The purpose is 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 .

Scope

All employees on the rolls of the organization, trainees, hospital contractual staff and those on a Retainership Agreement are covered under this policy.

Responsibility

HR Team, Functional Heads & HODs.

Policy

Guidelines and Norms to be Observed to Prevent Sexual Harassment of Working Women:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work .
- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the definition of "workplace" in the Act is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, departments, offices, branch units, etc., in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and/or any other place visited by the employee during the course of his/her employment, including transportation.
- Every employer is required to constitute an 'Internal Complaints Committee' at each office or branch. The District Officer is required to constitute a 'Local Complaints Committee' at each district, and if required at the block level.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainant .
- The Complaints Committee is required to complete the inquiry within a time period of 90 days. On completion of the inquiry, the report is sent to the employer or the District

Officer, as the case may be. The Employer or the District Officer is mandated to take action on the report within 60 days.

- Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000. Repeated violations may lead to higher penalties and cancellation of license or registration to conduct business.

Committee Against Sexual Harassment (Internal Complaints Committee), Regency Hospital Limited:

	Members name	Designation
1	Dr. Rajesh Agarwal	CMS
2	Dr. Ranjana Bhargawa	DMS
3	Mr. Dhiraj Upadhyay	GM Operations
4	Dr. Anjali Tewari	Head Pathology
5	Mr. Akshay Bajaj	Manager HR
6	Ms. Sadhana Ghosh	External Member
7	Mr. Rakesh kumar Pandey	External Member
8	Dr. Ramanjeet Kaur	Manager Quality
9	Mrs. Vijayalakshmi Gopakumar	CAO

Applicable Standard Reference:

NABH 4 th Standard Edition	HRM 6
NABH SHCO Standard	HRM 5