

# सुजाग्रति समाज सेवी संस्था मुरैना म० प्र०

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## Policy on Prevention of Sexual Exploitation and Abuse (PSEA)



**Sujagriti Samaj Sevi Sanstha  
Morena, Madhya Pradesh**

## Introduction

Sujagriti Samaj Sevi Sanstha (SSSS) is a non-profit organisation. It was set up in 1999. SSSS is trying to address the issues of loss of land and livelihoods to ravines through a multi-pronged approach—improvement of soil strength by re-introducing the thorny shrub, *guggul* (*Commiphora wightii*) and construction of necessary *Dorbandi* and Check dams, resulting in land conservation, increased recharge of wells, and improved agricultural productivity and water resource management.

The organisation values staff contributions and aims to create a workplace culture that is fulfilling and respectful. This **PSEA policy** ensures a fair, just, and gender-sensitive working environment.

SSSS recognizes that women, especially those who are single, disabled, or economically disadvantaged—face greater vulnerability due to societal and patriarchal norms. These women often carry the burden of caregiving and household duties, which restricts their public participation. Discrimination and lack of access to resources, safety, and dignity continue to hinder their development. Women are not a homogenous group, and factors like caste, class, religion, and geography further shape their experiences. The systemic subordination of women limits their voices, decision-making roles, and access to power and resources.

SSSS believes that development must be **gender-sensitive and inclusive**, or it risks reinforcing existing inequalities. Sexual harassment is a violation of a woman's right to dignity and liberty and creates a hostile work environment. SSSS is also committed to **protecting children from abuse**, recognizing their right to safety and care.

This policy draws upon the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and the **Protection of Children from Sexual Offences (POCSO) Act, 2012 (amended 2019)**. It establishes mechanisms for reporting, investigation, and prevention of sexual exploitation and abuse of women and children.

## 1. Purpose

To ensure a safe, inclusive, and respectful environment for all, preventing any form of sexual exploitation, abuse, or harassment in the workplace and project sites.

## 2. Our Commitment

SSSS is committed to:

- Zero tolerance for sexual harassment and exploitation.
- Ensuring the dignity, security, and safety of all, especially women and children.
- Timely and fair resolution of complaints.
- Promoting awareness and responsible conduct.

### 3. Who Is Covered

This policy applies to:

- All SSSS employees, interns, volunteers, and board members.
- Consultants, contractors, vendors, donors, and visitors.
- Anyone participating in SSSS events or activities.

### 4. Unacceptable Behavior

Prohibited actions include:

- Unwanted physical contact or sexual advances.
- Requests for sexual favors.
- Sexually explicit jokes, comments, or gestures.
- Sharing or displaying pornography.
- Any conduct that causes discomfort, fear, or harm.

### 5. Workplace Practices

- Promote gender equality and inclusivity.
- Support flexible work arrangements for caregivers.
- Ensure safe travel and fieldwork conditions.
- Provide equal opportunities for leadership and learning.

### 6. Internal Complaints Committee (PSEA Committee)

SSSS has constituted a **PSEA Committee** to:

- Handle complaints confidentially and fairly.
- Include internal members and at least one external woman member.
- Display contact details prominently in offices.
- Conduct training and awareness sessions regularly.

### 7. Reporting Process

- Anyone (victim, witness, or third party) may file a complaint.
- Reports may be verbal, written, or anonymous (via complaint box).
- All reports are to be resolved within **30 days**.
- The complainant is assured protection and non-retaliation.

### 8. Investigation and Action

- An investigator is appointed from the committee.
- All interviews and evidence gathering are confidential and respectful.
- A final report is submitted with recommendations to the Director.
- Action is taken within **15 days** (e.g., warning, suspension, or termination).
- Follow-up support and preventive changes are initiated.

## 9. Awareness and Capacity Building

- All staff are trained annually on respectful conduct, laws, and reporting.
- Posters and helpline information are displayed in all SSSS offices.
- Gender sensitivity is integrated into all program designs.

## 10. Policy Scope and Agreement

- All staff, partners, and associates must sign and follow this policy.
- Violations are serious offenses and will result in disciplinary action.

**Approved by:**  
**Zakir Hussain, President**

Name Zakir Hussain  
Head of the Organization  
**President**  
Sujagrati Samaj Sevi Sanshodhan Mandal  
Morena (M.P.)