



DURGAPUR

WILDLIFE INFORMATION AND NATURE GUIDE SOCIETY

A NON-PROFIT ASSOCIATION WORKING TOWARDS WILDLIFE CONSERVATION & ECOLOGY

Reg no. S0005627 of 2019-2020 under the West Bengal Societies Registration Act, 1961

Website: www.wildwingsindia.in | Email: wildwingsbengal@gmail.com

Prevention of Sexual Harassment (POSH) Policy

1. Policy Statement

Durgapur Wildlife Information and Nature Guide Society (WINGS), registration No: S0005627 of 2019-2020 under the West Bengal Societies Registration Act, 1961, is committed to providing a safe, inclusive, and respectful working environment free from sexual harassment. This Policy is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the Rules thereunder ("POSH Act"). Sexual harassment is strictly prohibited and will attract disciplinary action.

2. Objective

- To prevent and prohibit sexual harassment at the workplace
- To provide a fair, confidential, and effective redressal mechanism
- To promote a culture of dignity and respect

3. Scope

This Policy applies to:

- All employees (permanent, temporary, contractual, part-time)
- Consultants, interns, volunteers, fellows, trainees
- Board members and management
- Third parties (vendors, partners, donors, visitors) interacting at the workplace

It covers conduct at:

- Office premises and project sites
- Field locations and community work areas
- Trainings, meetings, conferences, travel, and virtual/online platforms

4. Definitions

4.1 Aggrieved Woman

A woman of any age, whether employed or not, who alleges sexual harassment at the workplace.

4.2 Sexual Harassment

Includes any one or more of the following unwelcome acts or behaviour (directly or by implication):

Registered office:

M6, Bidhan Park, Sec-1 Fuljhore,
Durgapur-713206, Paschim
Bardhaman, West Bengal, India

Contact us:

+91-6296223818 (Secretary)
wildwingsbengal@gmail.com

Our Services:

- Research and Capacity building
- Wildlife monitoring and Biodiversity survey
- WMP & PBR
- Wildlife and environmental awareness
- Identification of plants and animals
- Citizen Science Program
- Ecotourism

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- Physical contact and advances
- Demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal, non-verbal, or digital conduct of a sexual nature

4.3 Workplace

Any place visited by the employee arising out of or during the course of employment, including transportation and virtual spaces.

5. Internal Committee (IC)

WINGS shall constitute an Internal Committee as per the POSH Act.

5.1 Composition

- Presiding Officer: A senior woman employee/member
- At least one member committed to the cause of women
- One external woman member from an NGO or association.

At least 50% of the IC members shall be women.

5.2 Tenure

Members shall hold office for a period not exceeding three years.

6. Complaint Mechanism

6.1 Filing a Complaint

- A written complaint may be submitted to the IC within 3 months of the date of the incident
- Extension of time may be granted by the IC for valid reasons
- Complaints may be submitted physically or via email

6.2 Assistance

Where the aggrieved woman is unable to make a written complaint, reasonable assistance shall be provided.

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7. Conciliation

- At the request of the aggrieved woman, the IC may attempt conciliation
- Monetary settlement shall not be the basis of conciliation

8. Inquiry Process

- If conciliation is not requested or fails, the IC shall conduct a formal inquiry
- Principles of natural justice shall be followed
- Inquiry shall be completed within 90 days

9. Interim Relief

During the pendency of the inquiry, the IC may recommend:

- Transfer of either party
- Grant of leave up to 3 months to the aggrieved woman
- Any other relief deemed appropriate

10. Inquiry Report and Action

- The IC shall submit its report within 10 days of completion of the inquiry
- If allegations are proved, appropriate disciplinary action shall be taken
- If allegations are not proved, no action shall be taken against the respondent

11. False or Malicious Complaints

- Action may be taken against the complainant if the complaint is proven malicious
- Mere inability to substantiate a complaint does not constitute malicious intent

12. Confidentiality

All proceedings, identities, and records shall be kept strictly confidential in accordance with the POSH Act.

13. Awareness and Capacity Building

- Regular POSH awareness and training programs shall be conducted
- This Policy shall be communicated to all stakeholders

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14. Duties of WINGS

- Provide a safe working environment
- Display the penal consequences of sexual harassment
- Assist in securing the attendance of respondents and witnesses
- Provide necessary facilities to the IC

15. Appeal

Any person aggrieved by the recommendations may appeal in accordance with the applicable service rules or law.

16. Implementation and Review

This Policy shall come into effect from 20.04.2025 and will be reviewed periodically (Once every six months).

Approved by:

Name: ARKAJYOTI MUKHERJEE

Designation: SECRETARY, WINGS

Date: 01.04.2025

**Durgapur Wildlife Information
and Nature Guide Society**

Arkajyoti Mukherjee
Secretary

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