

# Prevention of Sexual Harassment Policy



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## 1. Applicability

This policy, aligned with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter "POSH Act") and its Rules, applies to all employees of Nukkad Tea Cafe Ventures LLP who are either:

- (a) On the rolls of the organization, or
- (b) Engaged through contractors, vendors, or service providers (e.g., baristas, delivery partners) as per Section 2(f) of the POSH Act.

## 2. Objective

Nukkad Tea Cafe Ventures LLP is committed to brewing a workplace where respect steps into every interaction. This policy:

is formulated keeping in view the provisions under **The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (hereinafter referred to as POSH Act)** and its Rules. The said policy is to define the guidelines and the process to be followed in order to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment in addition to the matters connected therewith or incidental thereto. For any doubt or further clarification, reference be made to the POSH Act and its Rules.

**Nukkad Tea Café ventures llp has zero tolerance towards sexual harassment of all employees. Males and transgender employees must file their sexual harassment complaints through proper channel as prescribed under Section 2.3 of the HR Policy Manual.**

For clarifications, refer to the POSH Act and its Rules.

### 3. Abbreviations

- **CE:** Complainant Employee – A woman employee lodging a sexual harassment complaint (per Section 2(a), POSH Act).
- **IC:** Internal Committee.
- **Management:** Refers to the Managing Partner or designated officers notified on the cafe notice board.
- **RE:** Respondent Employee – Any employee against whom a complaint is lodged.
- **Workplace:** The premises of Nukkad Tea Cafe Ventures LLP, including the cafe, kitchen, seating areas, delivery routes, and any place visited by employees during employment, including transport provided by the organization.

### 4. Preamble

Sexual harassment is a serious misconduct and criminal offense that brews discord in human dignity. Nukkad Tea Cafe Ventures LLP pledges:

**(a) To prevent and deter sexual harassment at the workplace.**

**(b) To treat harassment as misconduct, with actions based on inquiry findings.**

**(c) Sexual harassment includes (per Section 2(n), POSH Act):**

- (i) Physical contact or advances;
- (ii) Demands for sexual Favors;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Unwelcome physical, verbal, non-verbal, or digital conduct (e.g., inappropriate texts or posts).

**(d) Related circumstances include:**

- (i) Promises of preferential treatment (e.g., shifts or perks);
- (ii) Threats to employment status;
- (iii) Creating a hostile work environment;
- (iv) Humiliating treatment affecting health or safety.

### 5. Internal Committee (IC)

The IC, constituted under Section 4 of the POSH Act, oversees complaints at Nukkad Tea Cafe Ventures LLP:

**(i) Presiding Officer: Triveni Sahu**

**(ii) Member: Savitri Munda**

**(iii) Member: Tupesh Chandrakar**

**(iv) Member: Veena Khare**

**(v) External Consultant: Manjeet Kaur Bal**

- Tenure: Up to 3 years, as specified by Management.
- Complaints are filed via posh@nukkadteacafe.com or in person to the IC.

## 6. Procedure for Filing a Complaint

(a) An aggrieved woman must file a written complaint via email to posh@nukkadteacafe.com or in person to the IC within 3 months of the incident (or last incident in a series).

(b) The IC may extend this by 3 months for valid reasons (recorded in writing).

**(c) If the woman is incapacitated (physically/mentally) or deceased, complaints may be filed by:**

- (i) A relative, friend, co-worker;
- (ii) A Women's Commission officer;
- (iii) Any person with knowledge, with written consent (or from her legal heir if deceased).

## 7. Procedure Post Receipt of Complaint

**(a) The IC assesses the complaint for a prima facie case, ensuring sensitivity and minimizing repeat inquiries for the CE.**

**(b) A detailed inquiry follows as deemed fit.**

**(c) At the CE's request, the IC may attempt conciliation (no monetary settlements allowed). Settlements are recorded and shared with both parties and Management.**

**(d) If conciliation fails or terms are unmet, the IC conducts an inquiry per the HR Policy Manual, concluding within 90 days.**

**(e) Both parties (CE and RE) are heard, with findings shared for representation.**

**(f) Recommendations are submitted to Management for action (e.g., warnings, termination).**

**(g) The RE may appeal to Management within 7 days if dissatisfied.**

## 8. Guidelines for IC Recommendations

**(a) Inquiries follow natural justice and confidentiality.**

**(b) Compensation, if recommended, is deducted from the RE's wages and paid to the CE.**

**(c) False complaints or evidence may lead to action against the CE or witnesses (per Section 14, POSH Act).**

## 9. Management Responsibilities

- (a) Reconstitute the IC if a member is implicated.**
- (b) Support CEs filing police complaints and initiate action against non-employee perpetrators (e.g., customers).**
- (c) Conduct quarterly training in English and local languages (e.g., Hindi) for all staff.**
- (d) Display POSH guidelines prominently in the cafe and submit annual reports to the District Officer.**

## 10. Appeal

**Any aggrieved party may appeal to Management within 7 days of IC recommendations. Management resolves appeals within 14 days.**

## Contact

**- POSH Email: [contactus@nukkadteacafe.com](mailto:contactus@nukkadteacafe.com)**

**- Internal Committee:**

**- Presiding Officer: Triveni Sahu**

**- Member: Savitri Munda**

**- Member: Tupesh Chandrakar**

**- Member: Veena Khare**

**- External Consultant: Manjeet Kaur Bal**

**- Address: Nukkad Tea Cafe Ventures LLP, shop No. GB8, SRI Ram Complex, Samta, Colony Raipur, 492001, India**

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