

ANTI-SEXUAL HARASSMENT (WORKPLACE) POLICY

Effective Date: [DD Month YYYY] | Version 1.0 | Policy Owner: Human Resources Department

[COMPANY NAME]

1. Purpose and Legal Basis

[Company Name] ("the Company") is committed to providing a workplace free from sexual harassment, where every employee, job applicant, client, and visitor is treated with dignity and respect. This Policy is issued in compliance with the Sexual Harassment at Workplace (Prevention) Act, 2071 (2014) and its accompanying Rules, and Section 132 of the Labour Act, 2074 (2017), and sets out the Company's preventive measures, complaint procedure, and the protections available to anyone who raises a concern in good faith.

2. Scope

This Policy applies to all employees at every level, as well as to interns, contractors, vendors, and visitors, in relation to conduct occurring at the workplace, at work-related events, during official travel, or through work-related digital communication (email, chat, video calls, and social media).

3. What Constitutes Sexual Harassment

Sexual harassment means any unwelcome sexually-natured conduct that creates an intimidating, hostile, or offensive working environment, or that is used as a basis for a decision affecting a person's employment. It may be committed by any person, of any gender, against a person of any gender, and includes, without limitation:

- Verbal conduct: unwelcome sexual remarks, jokes, innuendo, or repeated unwanted requests for dates or sexual favours, including any implicit or explicit promise of preferential treatment or threat of detrimental treatment in exchange for sexual favours.
- Non-verbal and visual conduct: staring, sexually suggestive gestures, or displaying/circulating sexually explicit images or material.
- Physical conduct: unwelcome touching, physical proximity, or any form of physical assault of a sexual nature.
- Digital conduct: sexually explicit or suggestive messages, images, or content sent via email, chat, social media, or any other electronic means connected with work.
- Creating a hostile work environment through persistent unwelcome sexual attention, comments about a person's body or appearance, or sexually charged behaviour that interferes with a person's work.

4. Zero-Tolerance Commitment

The Company will not tolerate sexual harassment by or against any employee, and will take prompt, fair, and appropriate action in response to every complaint raised in good faith. No employee will be disadvantaged in their employment for rejecting, objecting to, or reporting sexual harassment.

5. Preventive Measures

In line with the Manager's statutory duties under the Act, the Company will:

- Include harassment-prevention safeguards in its service conditions and this Policy.
- Conduct periodic awareness sessions for employees (and, where relevant, customers/visitors) on the recognition and prevention of sexual harassment.
- Provide reformatory measures where appropriate for a person found to have engaged in inappropriate conduct short of dismissal-level misconduct.
- Make psychological counselling support available to a complainant, directly or through referral.
- Maintain a confidential channel — such as a grievance box, dedicated email address, or online form — through which concerns may be raised: [designated channel: •].

6. Responsible Person / Complaints Committee

The Company designates [Name / Designation, e.g., "Head of HR"] as the Manager/Responsible Person accountable for receiving and acting on complaints under this Policy, as required by the Act. In addition to this statutory minimum, and as recommended good practice, the Company should constitute a Complaints Committee of at least 3 members, with a majority being women where practicable, to receive, investigate, and recommend resolution of complaints: [Committee members / designations: •].

7. Internal Complaint Procedure

- Filing: an employee who experiences or witnesses sexual harassment may file a written (or, where necessary, oral, to be recorded in writing) complaint with the Manager/Responsible Person or the Complaints Committee within **15 days** of the incident.
- Investigation and resolution: the Manager/Responsible Person or Committee will investigate the complaint and communicate a resolution within **15 days** of receiving it, following a fair process that gives the person complained against an opportunity to respond.
- Confidentiality: the identity of the complainant, the person complained against, and the details of the complaint will be kept confidential to the extent possible throughout the process, save as necessary to investigate and resolve the matter or as required by law.
- A complaint may also be filed against the Manager/Responsible Person directly if that person fails to fulfil their duties under this Policy or the Act.

8. External Recourse

Nothing in this Policy limits an employee's right to pursue a complaint outside the Company. A complainant may file a complaint directly with the Chief District Officer (CDO) of the concerned district within 90 days of the incident, or, where the internal process under Section 7 does not resolve the matter, within 70 days of the expiry of the 15-day internal resolution period. Employees may also pursue any other remedy available to them under the Labour Act, 2074 or other Nepal law.

9. Protection Against Retaliation

The Company strictly prohibits retaliation against anyone who, in good faith, reports sexual harassment, supports a complainant, or participates in an investigation under this Policy. No complainant will be dismissed, subjected to adverse departmental action, transferred adversely, or denied a promotion merely for filing a complaint. Any employee found to have retaliated against a complainant or witness will be subject to disciplinary action under the HR Policy, independent of the outcome of the underlying complaint. A

complainant who reasonably fears for their safety may request additional protective measures from the Company.

10. False and Malicious Complaints

Employees are encouraged to raise genuine concerns without fear. However, a complaint found to have been made maliciously and in the knowledge that it was false may itself be treated as misconduct under the HR Policy, in addition to any liability under the Act. This provision will not be used to discourage or punish complaints made in good faith that are ultimately not substantiated.

11. Penalties

Violation	Consequence
Sexual harassment by an employee (perpetrator)	Company disciplinary action up to and including termination, in addition to statutory penalties of up to 6 months' imprisonment and/or a fine of up to NPR 50,000 under the Act
Manager/Responsible Person's non-compliance with statutory duties	Statutory fine of up to NPR 25,000
Malicious/knowingly false complaint	Statutory fine of up to NPR 10,000, in addition to internal disciplinary action
Repeat offence	Liable to double the punishment prescribed above

A complainant found to have suffered physical or mental harm may also be entitled to reasonable compensation, including legal and administrative expenses, to be paid by the person found responsible, as determined under the Act.

12. Acknowledgment

I confirm that I have read, understood, and agree to comply with this Anti-Sexual Harassment (Workplace) Policy.

Employee Name & Signature

Employee ID: [•]

Date: [•]

For [Company Name]

Name & Designation

Date: [•]

Disclaimer: This is a generic template made available by RigoHR for general reference, based on a general reading of the Sexual Harassment at Workplace (Prevention) Act, 2071 (2014) and the Labour Act, 2074. It is not a substitute for legal advice. Employers should have this Policy reviewed by qualified Nepali legal counsel — including current Rules and any amendments — before adoption.