



ABBEY ROAD INSTITUTE

Abbey Road Institute Mumbai

POSH (Anti-Sexual Harassment) Policy

Last updated: October 2025

Issuer: Abbey Road Institute Mumbai (trading name of A R INSTITUTE LLP, India)

1. Purpose and Applicability

- 1.1. This Policy implements the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act") at ARI Mumbai. It applies to women at the workplace, including employees (permanent/temporary), trainees, interns and volunteers.
- 1.2. ARI extends equivalent institutional protections to all genders under its Safeguarding/disciplinary procedures (without limiting statutory rights of women under the POSH Act).

2. Prohibition

- 2.1. ARI prohibits sexual harassment at the workplace, including any unwelcome act/behaviour (direct or implied) such as physical contact and advances; demand or request for sexual favours; making sexually coloured remarks; showing pornography; any other unwelcome physical, verbal or non-verbal conduct of a sexual nature; and hostile work environment. (Illustrative per POSH Act.)

3. Internal Complaints Committee (ICC)

- 3.1. ARI shall, by written order, constitute and maintain an ICC in accordance with Section 4 of the POSH Act, including a woman Presiding Officer, at least two employee members, and one external member familiar with issues relating to sexual harassment.

Abbey Road Institute Mumbai

601 Multilink House, 3rd Road, Khar (W), Mumbai - 400052
+91-8691972282 | mumbai@abbeyroadinstitute.com | abbeyroadinstitute.in/mumbai
Global schools - London • Amsterdam • Johannesburg • Miami • Paris • Sydney • Los Angeles • Mumbai

3.2. The ICC shall function independently and in confidence.

4. Complaints, Inquiry and Timelines

4.1. A written complaint should ordinarily be made to the ICC within the statutory time limit; delay may be condoned by the ICC per law.

4.2. Upon receipt, the ICC shall proceed as per the Act: provide copies to the respondent; conduct an inquiry affording both parties a reasonable opportunity of being heard; maintain confidentiality; and conclude within statutory timelines; a reasoned report shall be issued to the employer with recommendations.

4.3. The ICC may recommend interim reliefs (e.g., transfer, leave) during pendency. Final recommendations may include action in accordance with service rules or applicable law.

4.4. Malicious or knowingly false complaints and evidence may attract action consistent with law; a mere inability to substantiate a complaint shall not attract action.

5. Confidentiality

5.1. The identity of the complainant, respondent, witnesses, information and proceedings shall be kept confidential except as required by law or to implement this Policy.

6. Non-Retaliation

6.1. Retaliation against any person for making a complaint in good faith or for participating in proceedings is prohibited and constitutes misconduct.

7. Training and Awareness

7.1. ARI shall conduct employer obligations including awareness programmes and periodic training on POSH for employees and ICC members.

8. Relation to Other Processes

8.1. This Policy is without prejudice to rights available under criminal law and other applicable statutes.