

SHAHEED DALBIR SINGH GOVT. COLLEGE KHARKHODA (SONIPAT)

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Policy Document against Sexual Harassment at Workplace

The College has Constituted various Committees as per UGC Regulation on Sexual Harassment of Women/Internal Complaints Committee at workplace (Prevention, Harassment & Redressal) Act 2013 (14 of 2013) WIDE NOTIFICATION D.O.No. -F 91-1/2013 (TGFS) & UGC Notification (D.O.No. F. 91-9/2015 (GS/MHRD) dated 05/07/2016 to prevent Sexual Harassment of Women at the workplace.

Objectives

- Deal with cases of Discrimination & Sexual Harassment against Women & Students.
- Recommend appropriate punitive action against the guilty.
- To create a secure social environment to deter any act of Sexual Harassment.
- To raise awareness on Sexual Harassment in its various forms. Prevention of Discrimination & Sexual Harassment against Women by promoting gender amity among employees & students.

What constitutes Sexual Harassment?

According to the Supreme Court Guidelines Sexual Harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- A. Demand or request for Sexual Favours.
- B. Sexually coloured remarks.
- C. Showing pornography
- D. Physical contact & advances;
- E. Other unwelcome physical, verbal or non-verbal Conduct of sexual nature (Vishaka Judgement by Supreme Court of India)

The following sexual harassment is also covered by the committee:

- Touching or brushing against any part of the body and the like
- Forcible physical touch or molestation
- Gender based insults
- Eve-teasing
- Innuendos & Taunts
- Any other act likely to violate one's privacy.

Kiran

Kiran Saxena

Working of internal Complaints Committee:

- All complaints will be dealt with confidentiality.
- Only matters pertaining to Sexual Harassment or discrimination to staff & students will be under the Jurisdiction of the Internal Complaint Committee.
- The committee shall study the complaint & may hear both the complainant & the accused & other involved parties to determine if an enquiry should be instituted.
- The enquiry committee shall then submit a detailed report to the Principal & management for further action.
- The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 3 months/ 100 days from the date of complaint.
- The enquiry committee shall provide reasonable opportunity to the complainant, the accused for defending their case.

Procedure for filling a complaint with Internal Complaint Committee

- A complaint should be lodged within three months of the incident. In extraordinary circumstances this could be extended to another three months.
- Complaints regarding Sexual Harassment must be made in written.
- Nature of the complaint should be clearly stated in detail i.e. write exactly what happened, dates, Nature of witnesses & documents, if any.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal), Rules 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative, friend, her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

The possible actions that can be taken against the respondent

- Warning
- Adverse remark in the confidential report
- Stopping of increments/promotion
- Suspension
- Written apology
- Dismissal
- Any other relevant actions.

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