

ADARSH ELITE INTERNATIONAL SCHOOL , MINNUR

DETAILS OF SEXUAL HARASSMENT COMMITTEE

ADARSH ELITE INTERNATIONAL SCHOOL, MINNUR, is co-education institute upto Grade VIII. As on date strength of the school is 49 women Employees (including teaching and non-teaching) and 173 girls (students). As per the provisions of Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for school to constitute a Sexual Harassment Committee for female employees/girls(students) in the school, Sexual harassment committee is formed to deal with the complaints of sexual harassment.

MEMBERS OF COMMITTEE

Head of the Committee	-	MS. FARIDA S- PRINCIPAL
Member 1	-	MS. SABA AFSHAN - SENIOR ACADEMIC CO-ORDINATOR
Member 2	-	MS. HAJIRA IRAM – EVENT CO-ORDINATOR
Member 3	-	MS. AYESHA NASREEN – ACADEMIC CO- ORDINATOR
Member 4	-	MS.TAMIZHMOZHI – PGT in ENGLISH
Member 5	-	MS. SUGANYA- TGT in COMPUTER SCIENCE

OBJECTIVES OF THE COMMITTEE

- (a) Prevent discrimination and sexual harassment against women employees and girl students by promoting gender equality among them.
- (b) Make recommendations to the Chairperson for changes in the Rules for students and employees for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- (c) Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victim.
- (d) Recommending an appropriate action to the chairperson against the guilty.
- (e) Counseling women employees and girl students to sensitize to be proactive to deal with such discrimination (if any).

PROCEDURE FOR FILING COMPLAINTS

Complaint may be oral, by email adarsheliteis@gmail.com or in writing. If the complaint is oral, it will be converted into a written form by the Sexual Harassment Committee member who received the complaint and authenticated by the complainant under his / her signature as soon as possible. Upon receipt of complaint by any member of committee, the member should forward it adarsheliteis@gmail.com the grieved one may also.

PROCEDURE FOR FILING A COMPLAINT / GRIEVANCE WITHOUT REVEALING IDENTITY

According to the Supreme Court guidelines Sexual harassment can be defined as unwelcomed, sexually determined behavior (whether directly or by implication) as:-

- a) Physical contact and advances.
- b) Demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Showing pornography.
- e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following will also be treated as sexual harassment and are covered by the committee:-

- i) Eve-teasing.
- ii) UN savory remarks.
- iii) Jokes causing or likely to cause awkwardness or embarrassment.
- iv) Innuendos and taunts.
- v) Gender based insults or sexist remarks.
- vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- vii) Touching or brushing against any part of the body and the like
- viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- ix) Forcible physical touch or molestation.
- x) Physical confinement against one's will and any other act likely to violate one's privacy.

PROCEDURE FOR DEALING WITH COMPLAINTS

Filing of a complaint if any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued except for extraordinary circumstances.

The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

Process of Enquiry

- (a) The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- (b) The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- (c) The statement and other evidence obtained in the inquiry process will be treated as strictly confidential.
- (d) The committee will organize verbal hearings with the complainant and the accused.
- (e) The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary.
- (f) The committee should ensure that sufficient care is taken to avoid any retaliation.
- (g) During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- (h) The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.

The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-

- a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
- b. Upon completion of the investigation, both parties will be informed of the results of the investigation.

The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. In this regard the committee will also have the discretion to make appropriate interim recommendations in relation to an accused person pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.

The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee will share the investigation details and the findings and agree on the applicable disciplinary action.

This may include:-

- a. Restore any lost terms, conditions or benefits of employment to the complainant.
- b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

- c. This anti sexual harassment policy shall not, however, be used to raise malicious complaints. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action which may include termination, will be taken against the person raising the complaint. Clearly, fake allegations are not encouraged.

DECISION AND ACTION

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred, prompt and remedial action will be taken. The committee members will share the investigation details and the findings thereof with the appropriate functional head and agree on the applicable disciplinary action. This may include some of all of the following:-

- a) In the case of academic/administrative/ technical/ non teaching staff/ management, disciplinary action could be in the form of one or more of the following:-

- i) Warning.
- ii) Written apology.
- iii) Adverse remarks in the Confidential Report.
- iv) Debarring from supervisory duties.
- v) Denial of re-employment.
- vi) Stopping of increments/promotion.
- vii) Reverting, demotion.
- viii) Transfer if applicable.
- ix) Dismissal or any other relevant mechanism.

- b) In case of students, disciplinary action could be in the form of:-

- i) Warning.
- ii) Written apology.
- iii) Withholding results.
- iv) Debarring from exams.
- v) Debarring from holding posts.
- vi) Expulsion.
- vii) Denial of admission or any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way).