



# SARAIGHAT COLLEGE

## POLICY FOR PREVENTION OF SEXUAL HARASSMENT AGAINST WOMAN AT WORK PLACE

Saraighat College is committed to maintaining a workplace free from sexual harassment against women. The institution through its policy ensures that all the employees work in a manner that prevents any kind of sexual harassment in the form of verbal, physical or psychological harassment. The policy is framed in accordance with the Supreme Court of India Guidelines on “**The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013**” and is aimed to provide a legal right to a workplace free from any kind of sexual harassment for employees.

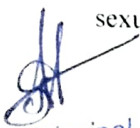
The Act recognises that sexual harassment results in the violation of a woman’s fundamental right to equality under Articles 14, 15 and 21 of the Constitution .It holds the employer responsible to provide protection against sexual harassment of women at workplace.

### OBJECTIVE:

1. To create an environment of safety and dignity for women employees as envisaged in the Guidelines by Supreme Court of India.
2. To ensure that no women employee is subjected to any kind of sexual harassment in the institution.

### Definitions:

1. “Act” means “The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013”.
2. “Aggrieved Woman” means any female employee of Saraighat College or any woman who reports of sexual harassment faced at workplace.
3. “Complainant” means any person who makes a complaint as an aggrieved person or on behalf of the aggrieved person who is not able to do so as a result of physical or mental incapacity or death of the person.
4. Accused means the person against whom the allegation of sexual harassment has been made by the “Aggrieved Woman”.
5. “Internal Complaint Committee” means the committee formed in the college with faculty members and office staff as per the provision listed in the Act.
6. “Member” mean the members of the Internal Committee.
7. “Authority” means the Principal of the college.
8. “Workplace” means the institution, its premises, offices, departments or places visited by the employees during the course of duty.
9. “**Sexual Harassment**” means:
  - i. Any kind of unwelcome and offensive comments or unwanted physical advances or requests for sexual favours.

  
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- ii. Inappropriate text, message, phone call at odd hours.
- iii. Sexist comments including jokes and stories, taking photographs, screenshots without one's knowledge.
- iv. Speaking in a manner which is offensive to the dignity of a woman.
- v. Physical contact like unwelcome touching, patting, stroking, grabbing, pinching, hugging.
- vi. Blocking someone's path with the purpose of making a sexual advance.
- vii. Any other verbal or physical act that demeans the dignity of a woman.

### Committee for Prevention of Sexual Harassment of Women at Workplace:

The Committee for Prevention of Sexual Harassment at College is formed in the institution to prevent any act of sexual harassment in the college and to receive any complaint of such nature. The Committee functions on the basis of the Policy framed by the institution in this regard and ensures its implementation in letter and spirit through proper reporting of the complaints and their follow-up process. The Committee works to provide an environment of security and safety for the women employees and promotes awareness about various forms of sexual harassment. The Committee works in collaboration with the Internal Complaint Committee to conduct investigations and inquiry processes.

### Composition of the Internal Complaint Committee:

The Internal Complaint Committee of the college comprises of the following members:

- i. A President who is a senior female employee of the institution.
- ii. Three members from employees preferably committed to the cause of women.
- iii. One external member from the society.
- iv. One female student representative.

### Functions of the Committee:

#### 1. Lodging the complaint:

- a. Any aggrieved individual may lodge a complaint in writing within a period of three months of occurrence of the incident. After that period, the complaint shall not be accepted.
- b. In cases where an aggrieved person cannot make a complaint due to physical and mental condition, a complainant who might be a relative or friend, a psychiatrist or a counsellor or a member of National or State Commission for Women who has knowledge of the incident, may file a written complaint with the agreement of the aggrieved party.
- c. However, it is under the jurisdiction of the Internal Complaint Committee to extend the time limit for specified reasons. Anonymous complaints will not be entertained.

  
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## 2. Inquiry into the Complaint:

The Internal Complaint Committee shall make a thorough investigation of all facts of the incident and proceed with the inquiry as per the provisions of the Act. Full confidentiality will be maintained while doing the inquiry and no details of the aggrieved person or the accused will be disclosed to the public. An attempt might be made for conciliation of both the parties depending on the case but the committee will strictly refrain from making any monetary settlement.

Both the complainant and the respondent will be given the chance of being heard or produce witnesses.

## 3. Inquiry Report:

Based on the facts and findings, an inquiry report shall be submitted by the Internal Complaints Committee to the President of Committee for Prevention of Sexual Harassment at Workplace within a stipulated time frame and appropriate action will be taken.

## 4. Redressal Process:

If the case is proved, due punishment and penalties will be given depending on the gravity of the complaint which may range from a written warning, suspension from job, termination, or transfer of the case to police for further course of action.

Principal

Saraighat College, Changsari

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