

Document	Policy and Procedures Manual		PSGR Krishnammal College for Women		
Department	Human Resources				
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Topic	Prevention of Sexual Harassment Policy (POSH)				

1. Purpose

The purpose of this procedure is to provide a safe working environment for employees and students of the Institution and prevent sexual harassment against them in the Institution.

2. Scope

This policy is applicable to students and all employees of various cadres including permanent staff, temporary staff, on contract basis and on daily wages.

3. Policy

This policy is in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act) 2013 (POSH ACT).

This policy is restricted to the business locations of the Institution and any external location visited by the employees during the course of employment whether inside or outside of India.

4. Terms

4.1. Sexual Harassment

Any behavior which may be physical, psychological, graphical, emotional, verbal, written, electronic, gestures which are offending etc. is defined as inappropriate by the policy. Any act of the person either intentional or not, should not offend the dignity of the other person. If done so then serious disciplinary action is taken against the person who has performed such act.

4.1.1. Sexual harassment includes:

4.1.1.1. Any kind of unusual and unwelcome sexual requests or demand for sexual favors in return for employment, promotion, examination or evaluation of a person.

4.1.1.2. Stalking, displaying indecent posters, showing pornography, sending jokes, comments, messages which are inappropriate and sexual in nature, lurid stares, physical contact or molestation, inappropriate sounds, signs, questioning about personal private life or body, insults or taunts based on sex or any kind of communication either verbal or non-verbal which affects the performance of the individual.

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4.1.1.3. Physical confinement against one's will and likely to interrupt the privacy of the person.

4.1.1.4. Any act or conduct by a person who is in authority, which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.

4.2. ICC (Internal Complaint Committee)

Institution has got an Internal Complaint Committee and any complaint by students / employees related to sexual harassment are to be notified with the Committee. The ICC should comprise of 9 members of which 50% need to be women.

4.2.1. A presiding officer at a Senior level in the office

4.2.2. Two senior teaching faculty members of the Institution

4.2.3. Any two senior members from the Administration office.

4.2.4. Three student members one from UG level, one from PG and other one from Ph.D.

4.2.5. Any external member may be NGOs.

5. Procedure

5.1. Once the complaint is received, the complaints committee is responsible for investigating the complaint, submit the findings and recommendations to the higher authority. The committee will coordinate with the aggrieved person before implementing any kind of appropriate action. The committee is also responsible to maintain confidentiality throughout the process.

5.2. Every year, HR Department will conduct awareness programmes on prevention of sexual harassment and the management provides necessary assistance and facilities to the committee in dealing with complaints.

6. To deal with Complaints

6.1. The complaint is needed to be lodged within 3 months from the date of incident along with any documentary evidence or names of witnesses if available. The committee can also extend the timeline to another 3 months if it is satisfied with the reasons which prevented the lodging of a

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complaint within the first 3 months. The complaint need to be a written communication. If the aggrieved employee is not able to give a written complaint, the employee's friend, relative or any other person can also lodge the complaint in written format on behalf of the aggrieved employee.

6.2. The complaint in written format need to be lodged within 90 days from the date of the incident.

6.3. The ICC will interview and record all evidences.

6.4. The inquiry need to be completed within 90 days of the submission of written complaint by aggrieved person.

6.5. The ICC should submit their findings within 10 days from the completion of the enquiry.

6.6. On receipt of report from ICC, the Management to act on the report within 60 days of receipt.

7. If the person who committed such act is found guilty, then corrective action is taken by the appropriate authority.

8. **Corrective action may be**

8.1. Formal apology

8.2. Counseling

8.3. Transfer of the person to other department

8.4. A written warning to the concerned employee / student and this need to be maintained in the record

8.5. Suspension or Termination from the services if it is an employee or from the college if it is a student.

9. **Relief to complaints**

9.1. Monetary Compensation if any for the aggrieved employee

9.2. Transfer the victim to any other department where she can be safe

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9.3. For students, to ensure more safety and security at the campus

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