

Working Policy
Anti- Sexual Harassment Cell
Simen Chapari College

Simen Chapari College is committed to creating a healthy and safe work environment that enable students and staff to work without fear of discrimination, unwelcome and offensive behaviour, gender bias and sexual harassment. The institution condemns all kind of sexual harassment and aim at protecting the right of women against and sexual work with dignity towards this end.

This institution is committed to ensure that sexual harassment instances and incidents are reported without fear of reprisal or retaliation. The institution will investigate instances/and or complaints of sexual harassment promptly and discreetly.

Objective:

1. To create a healthy working environment which is free of sexual harassment or gender discrimination for all women staff / employees and students.
2. To look into instances of sexual harassment of women at work place and recommend measures for promoting gender equality.
3. To ensure fair and timely resolution of sexual harassment complaints.
4. To promote awareness about sexual harassment through educational initiative and safe campus environment.

Scope:

The policy applies to all those staffs both teaching and non-teaching, contractual, regular, temporary and all the students.

Procedure for complain:

The aggrieved person is required to submit a written complaint to the “ASHC” about the incident that indicate to person indulging in the sexual offonsive behaviour that the behaviour is unwelcomed and specifically asked the respondent to stop the behaviour where the aggrieved person feels that they can’t ask the respondent to stop the offensive behaviour or inspite of having done the same, behaviour continues, they may ask for the behaviour to be dealt with under the grievance porceedure. The aggrieved person shall keep a written recod of dates, details of the conduct and witness if any. Each complaint should be at the minimum specefic with regards to following points.

1. Nature of sexual harassment.
2. Identity of the person/s who is/ are involed in the act/ s of sexual harassment.
3. Facts and circumstances in support of the complaint.

The aggrieved person can inform and approach any member of the ASHC with a written complaint, supporting documents and the list of witnesses within a period of three months from the date of the incidents. When the complain is received it will be promptly investigated in a fair and expeditious manner by the ASHC. The cell looks into the complain within ten working days of receipt of complain. Disciplinary action shall be recommended by the ASHC and will be imposed by the management based on severity of harassment and its impacts on the aggrieved person. It could be either one or combined actions as given below.

1. Verbal warning.
2. Verbal apology
3. Written apology
4. Written caution
5. Written warning
6. Warning and taking a written bond of good conduct.
7. Reprimand or censure.
8. Withhold promotion till such period mentioned.
9. Withhold pay rise or increment of pay till such period
10. Termination from service.
11. Undergo counselling session.
12. Perform community service.

False and Malicious complaints

The institution is strongly apposed to misuse of this policy. Therefore both aggrieved person and the respondent must be prepared to go through a fair process of enquiry by the ASHC. If the complain informed is malicious the complain or the witnesses will be liable for appropriate disciplinary action by college management. However, mere inability to substantiate a complaint or provide adequate proof will not mean that the complain is false.

Confidentiality:

Publication, Communication or information to public and media in any manner about contents of the complaint, identity and addresses of the aggrieved person, respondent and witness will keep confidential.

Conclusion :

The institution is committed to the implementation of the objectives of the guidelines and the directive of the UGC regulations as per the policy against sexual harassment in the institution.