

Policy of the Institution under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

ASIAN LAW COLLEGE, NOIDA

**Policy of the Institution under the Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013**

8th October 2016

Purpose of the Policy

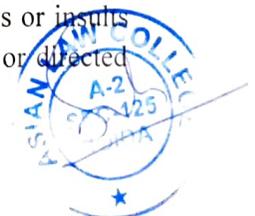
Asian Business School is committed to providing a work environment free from harassment of any kind and in particular, a work environment that does not tolerate sexual harassment. We respect dignity of everyone involved in our work place, whether they are employees or students. We require all employees to make sure that they maintain mutual respect and positive regard towards one another.

Policy is Applicable on

This Policy is applicable on all the employees and students, w.e.f. 8th October 2016.

Definition of Sexual Harassment

- a) Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and mutual. Physical conduct of a sexual nature includes all unwanted physical contact.
- b) Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, objectionable sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them.



c) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature or inappropriate inquiries, and unwelcome whistling directed at a person or group of persons.

d) Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects in any media.

e) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment, as defined in (a) above, may amount to sexual harassment:—

(i) Implied or explicit promise of preferential treatment at work; or

(ii) Implied or explicit threat of detrimental treatment at work; or

(iii) Implied or explicit threat about present or future employment status; or

(iv) Interference with work or creation of an intimidating or offensive work environment; or

(v) Humiliating treatment likely to affect health, safety or self-esteem.

Policy Statement

a) All employees will maintain high standards of dignity, respect and positive regard for one another in all their dealings.

b) All employees will understand and appreciate the rights of the individual to be treated with dignity.

c) All the employees are required to maintain a work environment, which is free from any kind of harassment.

d) All the employees will refrain from committing any acts of sexual harassment at work place.

e) Allegations of sexual harassment will be dealt seriously, expeditiously, sensitively and with confidentiality.

f) The employees will be protected against victimization, retaliation for filing or reporting a complaint on sexual harassment and will also be protected from false accusations.

Procedure for Dealing with Complaints of Sexual Harassment

a) If the person believes that she has been subjected to sexual harassment, then the complaint/grievance should be promptly reported to the Internal Complaints Committee (ICC) through the respective Department Head.

b) Ideally, the complaint should be lodged immediately or within a reasonable period 3 months from the date of incident/last incident.



c) All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner. There may be a need to nominate a senior person to head the investigation.

d) An "Internal Complaint Committee" will be set up to deal with the complaint. A female employee will head the committee and not less than half of its members will be women.

e) The complaint committee will thoroughly investigate the complaint / grievance and will take the necessary appropriate course of action.

f) Any victimization of, or retaliation against, the complainant or any, employee who gives evidence regarding sexual harassment or bullying will be subject to disciplinary action up to and including termination of employment.

g) In case, the complaint lodged is found to be false, malicious or forged and misleading documents have been produced, the ICC post investigations may recommend disciplinary action against the complainant.

Disciplinary Action

In case any such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with the law by lodging a complaint with the appropriate authority. If the outcome of an investigation by the Internal Complaints Committee shows that harassing behaviour has taken place, the harasser will be subject to disciplinary action up to and including termination of employment.

Internal Complaint Committee (ICC)

The committee will be chaired by a senior female employee. In addition, the members would include two senior faculty members, two female students (in case complainant is student) to investigate and understand the case.

The Internal Complaint Committee will be formed, on the basis of complaint received to avoid any biasness. The members of the committee will be rotated as and when required. The ICC would examine each case and take a decision from time to time, for conducting the enquiry proceedings.

Confidentiality

The contents of the complaint, the identity and addresses of the aggrieved staff member/student, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by institute shall not be published, communicated or made known to the public, press and media in any manner.

All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner. For the purpose of



completing the investigation, key witnesses or other stakeholders may be required to be taken into confidence at the strict discretion of the Internal Committee.

Presiding Officer

ICC-Asian Law College, Noida

