

INTERNAL COMPLAINTS COMMITTEE





SEXUAL HARASSMENT

of Women at Workplace Act, 2013

Sexual Harassment

Sexual harassment is referred to (whether directly or by implication) as:

- a) physical contact and sexual advances;
- b) demand for sexual favors;
- c) sexually colored remarks;
- d) showing pornography;
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Does start with a scribble





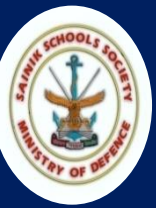
PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

PREAMBLE

SEXUAL HARASSMENT INFRINGES ON THE FOLLOWING TWO FUNDAMENTAL RIGHTS PROVIDED BY THE CONSTITUTION OF INDIA:

- RIGHT OF A WOMAN TO GENDER EQUALITY UNDER ARTICLE 14
- WOMAN'S RIGHT TO LIFE AND TO LIVE WITH DIGNITY UNDER ARTICLE 21.

SUPREME COURT PROVIDED GUIDELINES FOR DEALING WITH SEXUAL HARASSMENT IN 1997. THE GUIDELINES ARE LEGALLY BINDING AND ARE TO BE ENFORCED INCLUDING DEFINING SEXUAL HARASSMENT AT WORKPLACE, PREVENTION OF SUCH HARASSMENT, DISCIPLINARY ACTION AGAINST THE ERRING EMPLOYEE, AND EMPLOYER'S RESPONSIBILITY IN ENSURING A HARASSMENT-FREE WORKPLACE.



SEXUAL HARASSMENT

- **VERBAL** - UNWELCOME COMMENTS/SEXUAL DESCRIPTIONS
- **VISUAL** - OFFENSIVE PICTURES/PHOTOS/CARTOONS
- **PHYSICAL** - UNWELCOME PHYSICAL CONTACT. STANDING TOO CLOSE/OGLING/SUGGESTIVE GESTURES
- **WRITTEN** - UNWELCOME PERSONAL LETTERS/TEXT MESSAGES/
E-MAILS





COMPOSITION OF ICC AT SAINIK SCHOOL KALIKIRI



S NO.	NAME	DESIGNATION
1.	SQN LDR MISHA PURSHOTHAMAN	CHAIRPERSON
2.	SMT. P MADHAVI	MEMBER
3.	SHRI. E MALLIKARJUNA REDDY	MEMBER
4.	DR VISHNU SIVA PRASAD,MBBS,DA,MS	EXTERNAL MEMBER
5.	SMT. K SUBBALAKSHMI	MEMBER



OBJECTIVES OF ICC

- TO ENSURE THE IMPLEMENTATION OF THE POLICY IN LETTER AND SPIRIT THROUGH PROPER REPORTING OF COMPLAINTS AND THEIR FOLLOW-UP PROCEDURES.
- TO UPHOLD THE COMMITMENT OF THE ORGANISATION AND TO PROVIDE AN ENVIRONMENT FREE OF GENDER-BASED DISCRIMINATION.
- TO PROMOTE A SOCIAL AND PSYCHOLOGICAL ENVIRONMENT TO RAISE AWARENESS ON SEXUAL HARASSMENT IN ITS VARIOUS FORMS.
- TO CREATE A SECURE PHYSICAL AND SOCIAL ENVIRONMENT TO DETER ANY ACT OF SEXUAL HARASSMENT.
- TO EVOLVE A PERMANENT MECHANISM FOR THE PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT CASES AND OTHER ACTS OF GENDER-BASED VIOLENCE AT THE INSTITUTE. ROLE OF INTERNAL COMMITTEE



PROCEDURE TO FILE A COMPLAINT

- THE AGGRIEVED PARTY MAY MAKE, IN WRITING, A COMPLAINT OF SEXUAL HARASSMENT TO THE ICC, **WITHIN A PERIOD OF THREE MONTHS FROM THE DATE OF INCIDENT** AND IN CASE OF A SERIES OF INCIDENTS, WITHIN A PERIOD OF THREE MONTHS FROM THE DATE OF LAST INCIDENT.
- THE **COMMITTEE** MAY, BEFORE INITIATING AN INQUIRY, AT THE REQUEST OF THE AGGRIEVED PARTY, **TAKE STEPS TO SETTLE THE MATTER BETWEEN COMPLAINANT AND THE RESPONDENT THROUGH CONCILIATION**. NO MONETARY SETTLEMENT SHALL BE MADE AS THE BASIS OF CONCILIATION.
- WHERE A **SETTLEMENT IS ARRIVED AT**, NO FURTHER INQUIRY SHALL BE **CONDUCTED** BY THE ICC.
- IF **CONCILIATION IS FOUND TO NOT BE FEASIBLE** OR THE AGGRIEVED PARTY DOES NOT REQUEST FOR CONCILIATION, THE **ICC SHALL PROCEED TO MAKE INQUIRY INTO THE COMPLAINT IN ACCORDANCE WITH THE PROVISIONS OF THE SERVICE RULES** APPLICABLE TO THE RESPONDENT CONSIDERING SEXUAL HARASSMENT AS MISCONDUCT.





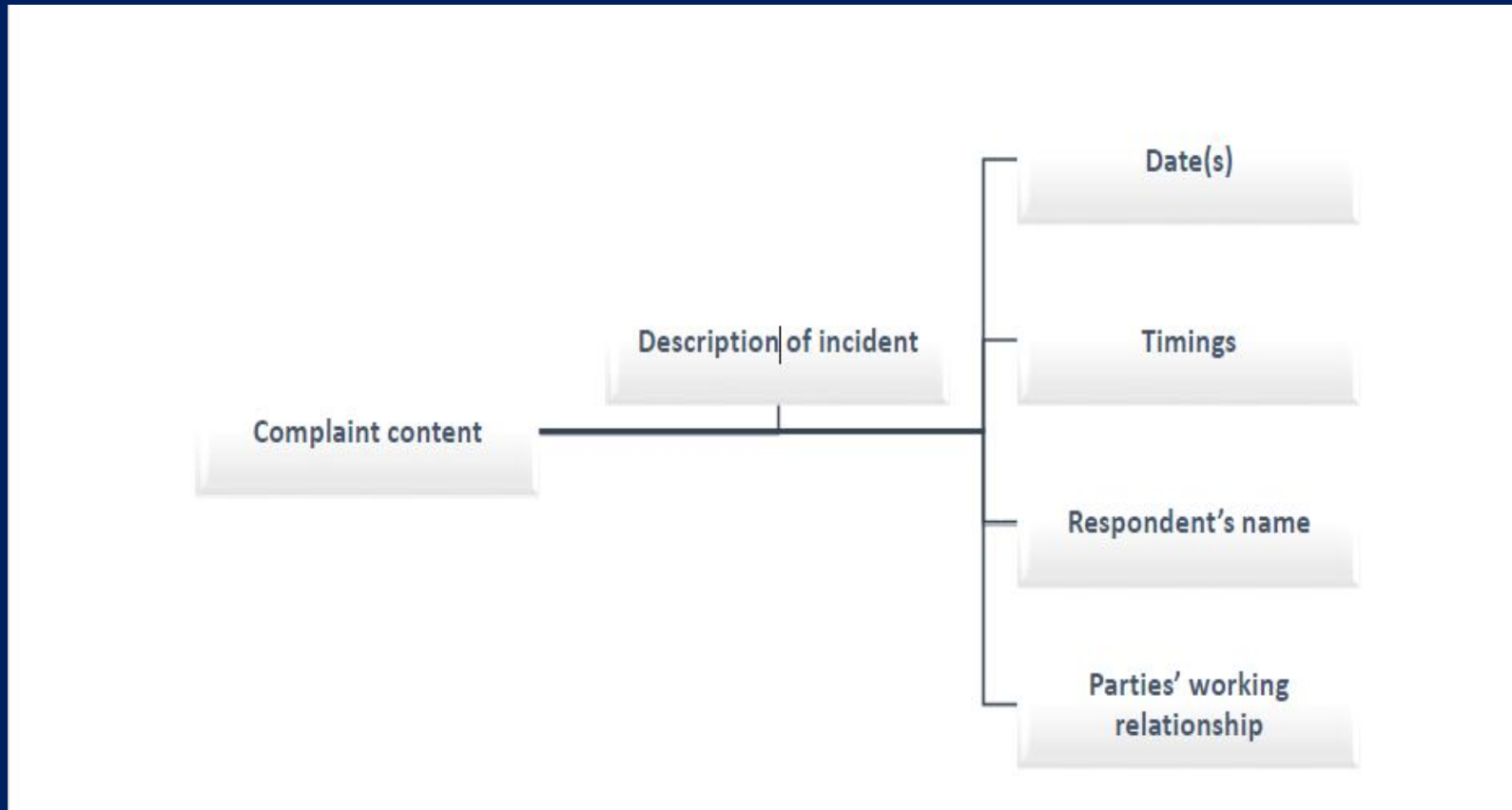
PROCEDURE TO FILE A COMPLAINT

- AFTER CONCLUDING INVESTIGATION, THE COMMITTEE SHALL SUBMIT A DETAILED REASONED REPORT TO THE ORGANISATION.
- WHEN THE COMMITTEE ARRIVES AT THE CONCLUSION THAT THE ALLEGATION AGAINST THE RESPONDENT IS MALICIOUS OR THE AGGRIEVED WOMAN OR ANY OTHER PERSON MAKING THE COMPLAINT HAS MADE THE COMPLAINT KNOWING IT TO BE FALSE OR THE AGGRIEVED WOMEN OR ANY OTHER PERSON MAKING THE COMPLAINT HAS PRODUCED ANY FORGED OR MISLEADING DOCUMENT, IT MAY RECOMMEND TO THE ORGANISATION TO TAKE ACTION AGAINST SUCH FALSIFICATION.
- NOTHING PRECLUDES THE ORGANISATION FROM TAKING COGNIZANCE OF ANY NEW FACT OR EVIDENCE WHICH MAY ARISE OR BE BROUGHT BEFORE IT DURING THE PENDENCY OF THE INQUIRY PROCEEDINGS OR EVEN AFTER THE COMMUNICATION OF THE FINDINGS TO APPROPRIATE INSTITUTE AUTHORITIES.



PROCEDURE TO FILE A COMPLAINT

DETAILS TO BE INCLUDED IN THE COMPLAINT





CONTACT ICC
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