

# R R K SCHOOL OF EXCELLENCE

## ANTI- SEXUAL HARASSMENT COMMITTEE

### DETAILS OF ANTI- SEXUAL HARASSMENT COMMITTEE

R R K SCHOOL OF EXCELLENCE is a co-education institute. As per the guidelines issued by Hon'ble Supreme Court of India and CBSE instructions vide CBSE/Admn.I/14(6)/2004 dated February 16, 2004 on Sexual Harassment of Women and Students at work place in the institutions, it is obligatory for the school to constitute an Anti - Sexual Harassment Committee for female employees/girls (students) in the school.

The present members of the complaints committee is constituted to deal with the complaints of sexual harassment in accordance with the guidelines laid down by the supreme court of India and the Act mentioned at Para 1 above relating to sexual harassment of women workers at work places and girls (students).

### Composition of the Committee is as under: -

SR.NO.	MEMBER	DESIGNATION
1.	KRITI SRIVASTAV	HEAD OF COMMITTEE
2.	SHYAM PANDEY	PRINCIPAL
3.	DR. RAJENDRA PRASAD KATIYAR	DOCTOR-M
4.	DR. SHIKHA KANAUJIA	DOCTOR- F
5.	ADV. BRIJESH SHUKLA	ADVOCATE
6.	ANUJM NAJ	TEACHER-F
7.	AMIT KUMAR BHADORIYA	TEACHER-M
8.	RAM KHILAVAN	PARENT-M
9.	KSHAMA AWASTHI	PARENT-F
10.	SHIVANSH	STUDENT-M
11.	MAITRI	STUDENT-F

### Committee Against Sexual Harassment

With regard to the Supreme Court Judgment in 1977 and guidelines issued in the Act passed by Parliament in 2013 in this regard to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual

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harassment and abuse, more particularly 2 against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the institutions, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the institutions to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with dignity.

## **The objectives of the Committee are: -**

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Organise orientation program, adolescence related programs and special activities from time to time for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.
- The teachers are trained to attend to adolescence related issues. They are primarily made aware to notice the behaviour pattern of children. This particularly includes close monitoring of academic performance and psychological behaviour, categorically in cases of sudden decline in performance, lack of interest, depression, aloofness etc. The teachers are educated on how to counsel a child if they notice such behaviour pattern. They are also well trained to talk to parents on the subject of child sexual abuse from time to time.
- In order to provide a safe, protective and conducive environment to our children for their overall development, we keep conducting workshops wherein children are taught to differentiate between good touch and bad touch. They are encouraged not to hide things and to report inappropriate behaviour to their teacher.
- Special activities like Karate & Taekwondo classes are regularly held in school which not only give self-defence training but also boost their confidence.
- The entire School premises and every Class room is under CCTV surveillance which is personally monitored by the Head of the Institution.
- Recommend appropriate punitive action against the guilty party to the Chairperson.

## **PROCEDURE FOR FILING COMPLAINTS**

Complaint may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the Sexual Harassment Committee member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.

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Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as unwelcome sexually determined behaviour (whether directly or by implication) as: –

- Physical contact and advances.
- Demand or request for sexual favours.
- Sexually coloured remarks.
- Showing pornography.
- Other unwelcome physical, verbal or non-verbal conduct

**The following will also be treated as sexual harassment and are covered by the committee: -**

- Eve-teasing.
- Unsavoury remarks.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.

## **PROCEDURE FOR DEALING WITH COMPLAINTS**

### **a) Filing of a complaint:**

If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 15 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

### **b) Process of Enquiry**

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- 1. The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- 2. The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- 3. The statement and other evidence obtained in the inquiry process will be treated as strictly confidential. The committee will organize verbal hearings with the complainant and the accused.
- 4. The committee will take against the witnesses' testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that sufficient care is taken to avoid any retaliation.
- 5. During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- 6. The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.
- 7. The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint: -
  - a) Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

## **DECISION AND ACTION**

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee members will share the investigation details and the findings thereof with the appropriate functional head and agree on the applicable disciplinary action.

## **CONCLUSION**

The school will ensure that all women employees and girl students will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it any time.