St.MARTIN'S ENGINEERING COLLEGE

DHULAPALLY,SECUNDERABAD-500014

(A.Y. 2013-14)

STANDARD OPERATING PROCEDURE FOR PREVENTION OF SEXUAL HARASSMENT (POSH) AT SMEC

SMEC is committed to ensure zero tolerance in regard with POSH.

1. COMMITMENT

SMEC provides hassle free workplace for every woman ensuring safety & protection. The Management of SMEC is also committed to promote a working environment, that is suitable for professional growth of women employee.

2. SCOPE

The committee highlights `The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

3. DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

It includes any one or more of the following behaviors:

- Physical contact, or
- Demand or request for sexual favours, or
- Making sexually coloured remarks, or
- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

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4. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

Employer's Responsibilities:

1. Zero tolerance towards sexual harassment;
2. To provide a safe working environment at the workplace for women;
3. Treat sexual harassment as misconduct;
4. Organize workshops and awareness programmes in this regard at regular intervals;
5. Provide necessary assistance to the Complaints Committee for dealing with the complaints and conduct.

Employee's Responsibilities:

1. All employees of organization should ensure that their behavior towards women employees must be dignified and respectable;
2. All employees should maintain a work environment that is free from sexual harassment.

5. COMPLAINT MECHANISM

An appropriate complaint mechanism in the form of POSH Committee has been framed for quick and speedy redressal of the complaints made by the candidates. This may be involved formal or informal intervention where the complainant needs to lodge a return complaint, which shall be followed by a redressal mechanism.

6. CONSTITUTION OF POSH COMMITTEE

The organization has constituted POSH committee, which comprises the convener, senior teaching staff, non-teaching staff and student members along with a legal advisor.

Responsibilities

The committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the employer in implementing appropriate action

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- Maintaining strict confidentiality throughout the process as per established guidelines
- Submitting annual reports in the prescribed format

7. PROCEDURE FOR REDRESSAL

The organization is committed to provide a supportive environment for resolving the complaints relating to sexual harassment as under:

A. Informal resolution options:

- When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.

- If the harassment does not stop or if the victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the immediate Head of the Department/Convener of POSH.

B. Complaints:

- Any employee who is a victim of sexual harassment may make a formal complaint to the Redressal Committee. The complaint may be in writing and may be in the form of a letter.

- If the Chairperson determines that the allegations constitute an act of sexual harassment, he/she will proceed to investigate the allegations with the assistance of the Redressal Committee.

- The committee shall conduct investigation in a timely manner and shall submit a written report to the Principal in consultation with the convener containing the findings and recommendations. The convener will ensure corrective measures/actions on the recommendations of the Redressal Committee and keep the complainant informed of the same.

C. Corrective measures/actions may depend upon the gravity of the case and may include any of the following:

- Formal Apology and Counselling
- Written Warning to the accused and a copy of it to be maintained in the employee's personal file for reference.

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- Suspension or termination of service of the employee/s found guilty of the offence.
- Registration of a case\FIR in police station ,if required.

In case the complaint is found to be false, the complainant shall, be liable for appropriate disciplinary action by the management.

8. CONFIDENTIALITY

The organization understands that it is difficult for the Victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. In order to protect the interest of the victim, confidentiality shall be maintained throughout the investigation process.

9. PROTECTION TO COMPLAINANT/VICTIM

The organization is committed to ensuring that no victim/witness is subject to any form of reprisal. Anyone, who abuses the procedure will be subject to appropriate disciplinary action.

10. CONCLUSION

In conclusion, organization reiterates its commitment to provide its women employees, a work place free from harassment and shall ensure that women employees are treated with dignity and respect.

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