

ANTI SEXUAL HARASSMENT-POLICY

Anti - Sexual Harassment Cell

With regard to the Supreme Court Judgement and guidelines to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view Le-Ment College of Advanced Studies, Palakkad has constituted a Committee against Sexual Harassment.

Le-Ment College of Advanced Studies, Palakkad has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Objectives :

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To take measures to remove gender bias.
- To organize awareness programmes and campaigns for the benefit of all members of the college on sexual harassment and gender based discrimination.
- To create an academic and work environment that is free of sexual harassment or gender based discrimination.
- To receive and redress complaints received from any member of the college alleging sexual harassment by another member of the college.

- To conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority in each instance.
- To ensure that all the information pertaining either to complaints registered and the proceedings and findings of any inquiries and/ or investigations are kept strictly confidential.

The cell considers the following as sexual harassments.

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumours, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.
- Unwanted physical contact, Ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

- 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

The Anti sexual harassment cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential. Intentionally making a false report or providing false information is grounds for indiscipline.

How matters are decided?

- All decisions shall be taken by a simple majority.
- In the event of any conflict the matter shall be referred to the Principal whose decision on the matter shall be final.

Role and responsibility of Anti-sexual harassment committee:

To ensure provision of a work and educational environment that is free from sexual harassment.

To take all reasonable steps (active and preventive in nature) to prevent the harassment

- Obtain high level support from the chief executive officer and Principal & Director for implementing a comprehensive strategy:
- Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.
- Regularly distribute and promote the policy at all levels of the organization; Periodically review the policy to ensure it is operating effectively and contains up to date information.
- Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions on sexual harassment issues.

Ensure that complaints processes:

- are clearly documented;
- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;

Internal Complaints Committee (ICC)

Selection of the Internal Complaint Committee members is extremely important as in most cases the committee members, if in sub-ordinate position of power at workplace to that of accused, find it very difficult to diligently carry out the responsibilities bestowed on them as heads or members of the Committee, against the superiors.

The Internal Complaints Committee must remember:

- It needs extensive orientation for effective functioning.
- It cannot function as a criminal court.
- The complainant, when she complains, has at staked her personal life and career.
- The impact sexual harassment has on a woman
- It needs to handle complaints in a confidential manner and within a time-bound framework
- It needs to submit an annual report on sexual harassment to the appropriate government authority.

Members of the ICC

Rajitha P

Shabeer K.P.

Sreejaya P (Dept. of Commerce)

Sarithalakshmi (Dept of BA)

Nusrath P.K. (Dept of Science)

Minutes of Meetings

- The Convener of the cell shall be responsible to prepare the minutes of the meeting and shall maintain all the minutes and other relevant documents related to the functioning of the cell and shall make these available to any authorised officer or authority for inspection.
- Every resolution passed by the cell should be recorded at the meeting and read out by the Convener at the meeting itself.

RECORD KEEPING

The convener of the cell shall maintain relevant documents related to the cell and shall make these available to any authorised officer/ authority when it needs.

The cell has formed in the month of January 2021 and the same came into existence from June 2021.

RASITHA P. [Signature]



[Signature]

SHABEER. K. P.
Principal
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