

SEXUAL HARASSMENT POLICY

Purpose

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act of 2013 is designed to safeguard women against sexual harassment in the workplace and facilitate the resolution of related complaints. It mandates the establishment of an Internal Complaints Committee and outlines procedures for addressing such grievances. SAL Education is dedicated to equal employment opportunities and endeavors to foster a workplace free from prejudice, gender bias, and sexual harassment. Upholding the principles of dignity, fairness, and respect, the Institute prioritizes the well-being and security of its employees. Any instance of sexual harassment, whether within or outside the workplace involving employees, is deemed a serious offense and is subject to punitive measures.

Objectives:

- i. Sexual harassment in the workplace violates women's fundamental rights to equality, life, and liberty. It fosters an environment of insecurity and hostility, deterring women from participating in the workforce and hindering their social and economic empowerment, thus impeding inclusive growth.
- ii. Given the increasing number of women entering the workforce, both in organized and unorganized sectors, the Government recognizes the necessity of legislation to ensure a supportive work environment for women. The proposed legislation aims to safeguard every woman from sexual harassment, regardless of her employment status.
- iii. To align with the directives of the Honourable Supreme Court of India, mandating all employers to establish and implement policies for preventing sexual harassment in the workplace.
- iv. To establish a permanent mechanism for preventing and addressing cases of sexual harassment and other forms of gender-based violence in the workplace.
- v. To adhere to and enforce the Act's provisions, requiring all employers to establish an "Internal Complaints Committee" and establish guidelines for addressing complaints related to sexual harassment of women in the workplace.

What are termed as Harassment:

The "sexual harassment" includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- i. Physical contact and advances
- ii. A demand or request for sexual favours
- iii. Making sexually coloured remarks
- iv. Showing pornography
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Constitution of Internal Complaints Committee:

A Complaints Committee consisting of 5 members has been constituted known as the "Internal Complaints Committee" for redressal of any such issues. The Internal Committee will preferably comprise of a senior level woman employee nominated as a Presiding Officer, one HR representative, one female representative, one legal representative and one member from NGO background. At least half or more than half committee members shall be women.

Procedure of Investigation:

- i. Any woman aggrieved by sexual harassment in the workplace may submit a written complaint to the Internal Committee within three months of the incident. In the case of multiple incidents, the complaint must be lodged within three months of the last occurrence.
- ii. Upon receiving a complaint, the Internal Committee may attempt conciliation at the request of the aggrieved woman, provided that no monetary settlement is involved. If a settlement is reached, it shall be recorded and forwarded to the employer for appropriate action. Copies of the settlement shall be provided to both the aggrieved woman and the respondent, and no further inquiry shall be conducted by the Internal Committee in such cases.
- iii. If the respondent is an employee, the Internal Committee shall conduct an inquiry according to the applicable service rules. Both parties shall be given an opportunity to be heard, and the findings of the inquiry shall be provided to them for representation. The court, upon conviction of the respondent, may order appropriate compensation to the aggrieved woman. The Internal Committee shall have the powers of a civil court under the Code of Civil Procedure, 1908, for conducting the inquiry, which must be completed within ninety days.
- iv. During the inquiry, upon written request by the aggrieved woman, the Internal Committee may recommend actions to the employer, who must implement the recommendations and report back to the Committee.
- v. Upon completion of the inquiry, the Internal Committee shall submit its findings to the employer within ten days. If the allegation is not proven, no action is recommended. If the allegation is proven, the Committee shall recommend appropriate action as per the Act.

- vi. If the Committee determines that the complaint is malicious or false, it may recommend action against the complainant according to the applicable service rules.
- vii. If any witness provides false evidence or misleading documents during the inquiry, the Committee may recommend action against the witness to the employer.
- viii. Any aggrieved party dissatisfied with the Committee's recommendations or non-implementation thereof may appeal to the court within ninety days according to the applicable service rules.

Duties of Employer/Punishment Guidelines:

Every employer shall –

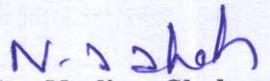
- i. Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- ii. Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Internal Committee.
- iii. Organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed.
- iv. Provide necessary facilities to the Internal Committee, as the case may be, for dealing with the complaint and conducting an inquiry.
- v. Assist in securing the attendance of respondents and witnesses before the Internal Committee.
- vi. Make available such information to the Internal Committee, as it may require having regard to the complaint.
- vii. Provide assistance to the women of she so chooses to file a complaint in relation to the offence under IPC (45 of 1860) or any other law for the time being in force.
- viii. Cause to initiate action, under the Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment at workplace.
- ix. Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.

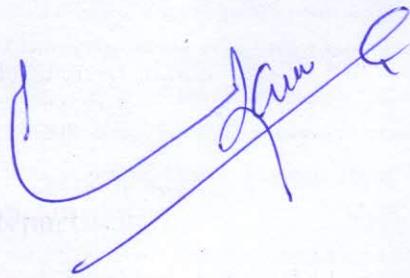
Constitution of Committee:

Dr. Rupesh Vasani	Chairperson	Education
Ms. Neelima Shah	Coordinator	Management
Mr. Samir Shah	Member	Education
Dr. Ramanjyot Shrivastava	Member	Education
Dr. Bhavna Soni	Member	Education
Dr. Nimisha Patel	Member	Education
Mr. Manish Patel	Member	Education
Mr. Madhusudhan Joshi	Member	Non-Teaching
Ms. Chaula Shah Mudaliar	Member	Non-Teaching

Annual Report

The internal committee shall in each calendar year prepare and submit an annual report to the employer which mentions the number of cases filed, if any, and their disposal.


Mrs. Neelima Shah
General Manager



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