



ICC (INTERNAL COMPLAINTS COMMITTEE) POLICY

Preamble

As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (ICC) on Sexual Harassment has been established by the college. This committee has been constituted under the policy prevention and punishment for sexual harassment of women at workplace.

Responsibilities of ICC

- Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
- Conduct formal investigation and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- Receive and redress complaints received from any member of the College alleging sexual harassment by another member(s) of the College.
- Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

Anti-Sexual Harassment Policy

As per the guidelines of UGC, and the Supreme Court Anti Sexual Harassment Cell has been established by Shri Sakthikailash Women's College to provide a healthy and congenial atmosphere to the staff and students of the College. The committee was constituted to meet the four basic objectives:

- To frame policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan of action, both short and long term.

The objective of this Policy is to provide protection against sexual harassment and for prevention and redressal of complaints of sexual harassment and matters connected therewith and incidental thereto. The Policy also endeavors to set expectations regarding workplace behavior and provide with a framework for reporting concerns.

Sexual Harassment

Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile an intimidating environment or is calculated to induce



submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- Demand or request of sexual favors.
- Making sexually colored remarks.
- Physical Contact & advances.
- Showing pornography.
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail.
- Verbal abuse of a sexual nature.
- Touching or grabbing of a sexual nature.
- Repeatedly standing too close to or brushing up against a person.
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize).
- Giving gifts or leaving objects that are sexually suggestive.
- Repeatedly making sexually suggestive gestures.
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace
- Off-duty, unwelcome conducts of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

Functions of ICC

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against women by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.