

SEXUAL HARASSMENT COMMITTEE

(Sexual Harassment of Women at Work place - Prevention, Prohibition and Redressal Act -2013)

INTRODUCTION

S.D.SARASWATI BAL MANDIR is running under the **SOORJI DEVI EDUCATION SOCIETY**. It is a co-education institute up to Grade 10TH. As on date the strength of the school is 62 women employees and 472 Girls. As per provisions of sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for the school to constitute a Sexual Harassment Committee for female employees/girls(students) in the school. The present members of the complaints committee 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 workplaces and girls.

Composition/ Members of the Committee

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>CONTACT NO.</u>
<u>1</u>	<u>MS. RUCHI</u>	<u>PRINCIPAL</u>	<u>9899029625</u>
<u>2</u>	<u>MRS. HARPREET BHALLA</u>	<u>PGT</u>	<u>8802418333</u>
<u>3</u>	<u>MRS. SUNITA SINGH</u>	<u>TGT</u>	<u>8285806833</u>
<u>4</u>	<u>MR. MITHUN KUMAR JHA</u>	<u>PET</u>	<u>9873275446</u>
<u>5</u>	<u>MRS. POOJA</u>	<u>PRT</u>	<u>8588006423</u>
<u>6</u>	<u>MRS. NEERU GUPTA</u>	<u>TGT</u>	<u>9313356207</u>

COMMITTEE AGAINST SEXUAL HARASSMENT

OBJECTIVES :

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination (if any).
- Sensitizing employees about sexual harassment issues.

PROCEDURE FOR FILING COMPLAINTS

1. Anyone within the institution who experiences or witnesses sexual harassment may lodge a complaint with the Committee.
2. Complaints may be made orally, via email (sdsarswati@gmail.com), or in writing. In the case of oral complaints, they will be promptly documented by the Committee member receiving the complaint and authenticated by the complainant's signature.
3. The identity of the complainant will be kept strictly confidential throughout the process.

PROCEDURE FOR FILING A COMPLAINT /GRIEVANCE WITHOUT REVEALING IDENTITY

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the counselling room. 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 by the Parliament in this regards.

- a) Physical contact and advances.
- b) Demand or request for sexual favours.
- c) Sexually coloured remarks.
- d) Showing pornography.
- e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

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

- a) Eve-teasing
- b) Unsavory remarks
- c) Jokes causing awkwardness
- d) Innuendos and taunts
- e) Gender-based insults
- f) Unwelcome sexual overtones
- g) Touching or brushing
- h) Displaying offensive material
- i) Forcible physical touch
- j) Physical confinement
- k) Stalking
- l) Blackmail or Threats
- m) Forced Exposure
- n) Inappropriate Gifts or Gestures
- o) Sexual Propositions or Pressure
- p) Cyberbullying

PROCEDURE FOR DEALING WITH COMPLAINTS

Filing of a Complaint

- Any associate who believes they have experienced sexual harassment may file a complaint with any member of the committee.

- Upon receiving a complaint, the committee member will inform the committee head.
- A meeting will be arranged within one week of receiving the complaint to discuss the raised concerns.
- Complaints must be brought within 30 working days of the incident, and efforts will be made to obtain a written complaint including details of the incident, dates, and names of witnesses, signed by the complainant.

PROCESS OF ENQUIRY

- The complainant will prepare a detailed statement of incidents/allegations, which will be shared with the accused.
- The accused will be given an opportunity to respond to the allegations within a specified time frame.
- Confidentiality of statements and evidence obtained during the inquiry process will be maintained.
- Verbal hearings will be conducted with both parties, and testimonies of relevant persons will be taken, ensuring no retaliation against witnesses.
- Both the complainant and accused are expected to refrain from any form of intimidation or influencing of witnesses.
- The committee will make a decision after reviewing all evidence and statements fairly.
- Both parties will be informed of the investigation results upon its completion.
- The committee may make interim recommendations such as suspension, transfer, or change of work location pending the outcome of the complaint.
- The investigation report with recommendations will be prepared within 4 weeks of filing the complaint.
- If harassment is found to have occurred, prompt remedial action will be taken, including restoring lost terms or conditions to the complainant and disciplinary action against the accused, which may include termination.
- Documents related to the complaint will be maintained confidentially.

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 findings there of with the appropriate functional head and agree on the applicable disciplinary action.

This may include some of all of the following :

a. the case of academic / administrative / technical /nonteaching staff / management, disciplinary action could be in the form of one or more of the following :-

- i. Warning.
- ii. Written apology.
- iii. Adverse remarks in the Confidential Report.
- iv. Debarring from supervisory duties.
- v. Denial of re-employment.
- vi. Stopping of increments/promotion.
- vii. Reverting, demotion.
- viii. Transfer if applicable.

ix. Dismissal.

x. Any other relevant mechanism.

b. case of students, disciplinary action could be in the form of :-

i. Warning.

ii. Written apology.

iii. Withholding result.

iv. Debarring from exams.

v. Debarring from holding posts.

vi. Expulsion.

vii. Denial of admission.

viii. Any other relevant mechanism.

Conclusion

The school will ensure that all women employees and girls students feel safe and secure in the premises. The committee will implement and review the policy. The school reserves the right to amend and frame the policy effectively to ensure its continued relevance and effectiveness in addressing sexual harassment.

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Distributed to :-

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