

DETAILS OF COMMITTEE FOR COMPLAINTS AGAINST SEXUAL HARASSMENT

VIDYA VANAM

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In 1997, the Supreme Court of India (in Vishakha and others vs. State of Rajasthan) made it obligatory for every employer and others in positions of responsibility to evolve a dedicated policy to combat sexual harassment at the workplace. This mandate extends to educational institutions as well.

In compliance with this regulation, this policy seeks to describe the systems and processes in place at Vidya Vanam to prevent sexual harassment as well as address any instances in case of reportage. Vidya Vanam commits to preventing, prohibiting and punishing any instances of sexual harassment of women at the workplace. This policy extends to student, teaching and non-teaching staff as well as any other female employees engaged by Vidya Vanam in any capacity. The institution shall strive to protect every woman's right to a workplace free from sexual harassment and the right to work with dignity as recognised as universal human rights by international instruments ratified by India such as Convention on the Elimination of all Forms of Discrimination against Women (CEDAW).

Objectives

1. To fulfil the directive of the Supreme Court of India to develop and implement a policy against sexual harassment of women at the workplace
2. To protect women's right to livelihood, dignity and protection against sexual harassment at the workplace
3. To detail a formalised, permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women working under the responsibility of Vidya Vanam and its management
4. To actively contribute towards the increased awareness and deterrence of sexual harassment while simultaneously building safe, healthy workspaces for women
5. To ensure the implementation of this policy in both letter and spirit by undertaking all reasonable measures (committees, disciplinary meetings, etc.) to encourage gender sensitisation and prevent/redress sexual harassment

Definitions

1. *Sexual harassment*

1. When submission to unwelcome sexually determined behaviour such as sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of teaching/guidance, education, employment, participation or evaluation of a woman's engagement in any official activity
2. When unwelcome sexually determined behaviour, including but not limited to, sexual advances, physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and /or effect of interfering with a woman's work or academic performance or of creating an intimidating, hostile or offensive employment, educational or living environment.
3. When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.
 - i. It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.

- ii. "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment.
2. *Academic Staff* includes Director, Principal, School Coordinators, teachers and such other persons as may be designated as such for imparting education/instructions or for giving guidance or rendering assistance to students for pursuing any course of study. It includes any person or the staff of the school who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, consultancy, or on special duty or deputation. It also includes persons employed on a casual or project basis. Persons participating in any workshop/seminar/training/conference/consultancies are covered by these rules during the stay or official stay with Vidya Vanam.
3. *Non-Teaching Staff* includes any person on the staff of Vidya Vanam who is not included in the category of academic staff. It shall also include administrative staff, support staff, kitchen staff and drivers only to the extent that they are performing Vidya Vanam-related activities.
4. *Student* includes a student of Vidya Vanam and includes any person who has enrolled for pursuing any course of study or research for that duration with Vidya Vanam
5. *Campus* includes all places of work at Vidya Vanam, Anaikatti or any future campuses. It includes all places of instruction, administration, residential quarters, sports grounds, dining spaces, etc. on the campus.
6. *Employee* includes a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis, whether the terms of employment are express or implied, and includes any person employed as a temporary, casual, piece-rated or contract worker, probationer, trainee, apprentice or by any other name called. It also includes any person who is a temporary resident of any of the accommodations or premises of Vidya Vanam.

Responsibility of Vidya Vanam

1. Ensure safe environment free from sexual harassment and upholding right to livelihood, safety and dignity of all employees and students
2. Prepare, adhere to and prominently display Policy for Prevention and Prohibition of Sexual Harassment
3. Conduct regular trainings, refreshers and workshops for all employees and students regarding the definitions of sexual harassment and processes pertaining to redressal and complaints
4. Prominently display notices in Staff Room and other spaces of staff concentration spreading awareness on Sexual Harassment at the Workplace with information on grievance mechanism and redressal process
5. In case of complaint, facilitate initiation of proceedings under this Policy via Committee Against Sexual Harassment for redressal of act/s

Guiding Principles for Constitution of Committees

1. All Committees are to be formulated in keeping with the following principles:
 - a. To ensure Committees Against Sexual Harassment are gender sensitive, representative members will be drawn from different categories
 - b. To ensure autonomy and prevent institutional bias, Committees will have member(s) unaffiliated with Vidya Vanam with a previous track record of contribution to women's rights issues

- c. In accordance with the 1997 Supreme Court judgement, each Committee will have a woman chairperson
 - d. The Committee(s) and all constituent members will be required to remain neutral and unbiased.
 - e. Filing of a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades, etc. During the pendency of an enquiry and till the final determination of a complaint of sexual harassment under this Policy, the organization shall not alter the conditions of service/study of the Complainant/Supporter/Witness concerned to their prejudice, as a consequence to the filing, participation or holding of an enquiry under this Policy.
2. All these Committees shall have statutory status and be empowered to carry out the mandate of this policy including conducting an enquiry into complaints of sexual harassment.
 3. As clarified by the Supreme Court in Medha Kotwal Lele and ors. Vs UOI and ors. W.P. (Crl.) No. 173-177/1999, order dated. 26.04.04, the Committee Against Sexual Harassment envisaged and constituted under this Policy will be deemed to be an inquiry authority for the purposes of CCS Rules and the Report of the Committee Against Sexual Harassment shall be deemed to be an inquiry report under the CCS rules. The disciplinary authority will act on the report of the Committee Against Sexual Harassment in accordance with the Rules.

Structure and Composition of Complaints Committee Against Sexual Harassment

Implementation of this policy will be achieved through the Committee Against Sexual Harassment (CASH). This body will serve as a complaints and redressal body operating from Vidya Vanam, Anaikatti. This Committee shall have jurisdiction over complaints from Anaikatti campus as well as other geographies in which employees and students of Vidya Vanam interact in their capacity of being associated with the school. This Committee will also function as the guiding body for all awareness, preventive and redressal work related to this policy.

1. Composition of CASH at Vidya Vanam

It shall be composed of a chairperson and seven members drawn from the following categories:

- a. Three Academic staff members representing different levels
- b. Two Non-teaching staff members of whom one shall be from the "administration" category and one from "housekeeping" category
- c. One woman and one man with known contribution to women's issues, to be co-opted by the Committee from outside Vidya Vanam.

2. Procedure of Constitution of CASH

- a. Constitution:
 - i. Academic Staff members: The outgoing CASH committee shall recommend at least three names. The Director of the Committee will only nominate one person for CASH, with other appointments being on the nomination of other existing members.
 - ii. Non-teaching Staff members: The outgoing CASH committee shall recommend at least two names. The Director of the Committee will only nominate one person for CASH, with other appointments being on the nomination of other existing members.
 - iii. External members: The outgoing CASH shall recommend a panel of at least four names (two women and two man experts) from which the Director shall nominate two expert (one woman and one man) to CASH.
- b. Duration: The Committee will be constituted for a two year period, extendable by one year. The previous Committee will continue till the new Committee is constituted.

- c. Continuity:
 - i. To ensure reasonable continuity, each of the outgoing Committee Against Sexual Harassment shall nominate one person from among them to continue as a member of the said Committee for another term of 2 years.
 - ii. In case of continuation of member in Committee, the nomination for incoming members shall be adjusted accordingly to prevent overrepresentation of any category of members.
 - iii. In no event shall any member serve as member for more than two terms, i.e. four years.
- d. Guidelines
 - i. The Chairperson (woman) and members of the committee to be nominated by the Director from the panels recommended.
 - ii. At least 50% of the members in each of these categories should be women.
 - iii. In the event of the expiry of the term of a Committee Against Sexual Harassment during the pendency of an enquiry then for purposes of that complaint the Committee Against Sexual Harassment will be regarded as a valid Committee, under this Policy and Service Rules, till the submission of the Enquiry Report to the disciplinary authority.
 - iv. A person shall be disqualified from being appointed, elected, nominated or designated as, or for being continued as, a member of any Committee Against Sexual Harassment if there is any complaint concerning sexual harassment pending against him or if he has been found guilty of sexual harassment/serious misconduct.
 - v. In any complaint where the defendant is the Head of the Institution, then the said complaint shall be enquired into by the CASH.

Power and Duties of all Committees Against Sexual Harassment

- 1. Preventive: Gender Sensitization
 - a. To work towards creating an atmosphere promoting equality, non-discrimination and gender justice, free from sexual harassment of women
 - b. To publicise widely the policy against sexual harassment in English and Tamil where the Vidya Vanam is located, through appropriate documents and displays on notice boards, website, offices and residential areas.
 - c. Every recruitment/admission announcement must state: Vidya Vanam has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the workplace.
 - d. To regularly conduct activities towards gender sensitization of Vidya Vanam members through workshops, seminars, posters, etc. either independently or through the help of specialized NGOs.
- 2. Remedial: Enquiry
 - a. To receive and understand complaints made about sexual harassment of women at the workplace.
 - b. To conduct enquiries into these complaints, place findings before the concerned disciplinary authority and recommend penalties against the harasser in accordance with the rules and procedures laid down.
 - c. To ensure the safety of the complainant and witnesses during the pendency of the enquiry and till the final determination of the complaint, by advising the concerned authorities to

issue warnings, suspension or any other order, if the harasser harasses or intimidates the complainant or witnesses.

- d. To ensure to the utmost capacity that complainants and witnesses are not further victimised or discriminated against while complaint is being dealt with. Committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may be in the nature of issuing a restraining order against the defendant or any other person/s.
- e. To seek medical, police and legal intervention as required with the written consent of the complainant.
- f. To make arrangements for appropriate legal, psychological / emotional and physical support for the complainant if she so desires in terms of providing referral numbers.
- g. In case of third party harassment from outside Vidya Vanam, the school shall initiate action by making complaint with appropriate authority having jurisdiction over the offence. Vidya Vanam and the Committee shall actively support complainant by providing information regarding support and counselling services as appropriate.¹

Procedural aspects of CASH

Registering complaints

1. Mechanism for registration of complaints shall be safe, accessible and sensitive.
2. All complaints must be brought by complainant in person. However, following exceptions will be permitted.
 - a. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an enquiry, intervention or some other assistance is needed and proceed accordingly
 - b. In cases where it is difficult for complainant to travel in person. In case of physical/mental incapacity or death, legal heir or such other person may make complaint on their behalf.
 - c. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to enquire into it as per the procedure specified.
3. Complaints must be lodged within three months from incident or, in case of multiple incidents, within three months of last incident.
 - a. This time frame may be extended for upto three months provided Committee is satisfied that there were circumstances that prevented filing of complaint within stipulated time period. Reason for extension must be recorded in writing.
4. The complainant can be accompanied by a representative if she so wishes
5. Complaints can be lodged directly with any member of the relevant Committee Against Sexual Harassment. The person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him
6. The complaint may be oral or in writing. If the complaint is oral, it shall be reduced in writing by the Complaints Committee member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.

¹ Vidya Vanam should establish networks with legal experts, legal aid centres, counselling centres, health centres, police stations, Crimes against Women cells, women's groups in the area and other organisations such as the National/State Commission for Women and National/State Human Rights Commission.

7. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
8. All meetings of the committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting, unless in exceptional cases mandating emergency meetings.
9. Within seven working days of the receipt of a complaint, a notice must be issued to the respondent. Five working days from receipt of this notice will be given for response by defendant.
10. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a Committee.
11. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
12. If the Committee Against Sexual Harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing

Functioning of CASH:

1. During the enquiry proceedings, the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.
2. The complainant will be allowed to be accompanied by one individual during the enquiry.
3. During the enquiry, on written request made by complainant, Committee may recommend to transfer complainant or defendant to other workplace or grant leave to complainant upto period of three months or grant such other relief to complainant as may be prescribed. Leave granted to complainant under this section will be in addition to leave otherwise entitled to.
4. The Committee shall strive to complete the enquiry in the shortest possible time, preferable within **three months** from the date on which the complaint is referred to and not exceeding it.
5. Within one week of the institution of enquiry proceedings by the Complaints Committee, the Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant. The defendant shall be given all this information along with a copy of the Rules and Procedures of this Policy. The Committee shall also make available to the defendant a true copy of the complaint(s) lodged by the complainant(s).
6. The Committee must inform the defendant in writing about the material particulars of the charges made against him and he should be given a period of 5 days to respond to the charge sheet.
7. The Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
8. Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convener of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
9. The complainant and the defendant shall be responsible for presenting their witnesses before the Committee. However, if the Committee believes that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
10. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

11. The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
12. The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
13. The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
14. The defendant, the complainant, and witnesses shall be intimated at least seventy-two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
15. The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Enquiry Committee.
16. The venue of the enquiry should take into consideration the convenience and security of the complainant.
17. If the complainant, defendant, or witness desire to appear before the Committee accompanied by one person of their choice, they shall communicate to the Convener of the committee the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.
18. The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Committee.
19. The complainant(s) and the defendant, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings once prepared with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of Vidya Vanam. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the committee specifically if they wish to exercise this right. At no point in time, however, can the concerned parties take these documents outside the office of the Committee Against Sexual Harassment.
20. The complainant and the defendant shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses
21. The defendant/complainant may submit to the Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and physical trauma, can lead the Committee to recommend disciplinary action against the defendant.
22. All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
23. All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

- a. However, the complainant has the right to go public with the complaint as and when she so desires. The public nature of the complaint shall not prejudice the Committee. Once a complaint has been given to the Committee, the complainant should preferably not go public till the enquiry is completed, unless there are compelling reasons for her to do the same.
24. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
25. If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
26. In the event that the Committee thinks that supplementary testimony is required, the Convener of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
27. Nothing precludes the Complaints Committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the enquiry proceedings. If a new fact or evidence is brought to the notice of the Committee Against Sexual Harassment after submission of the Enquiry Report to the appropriate disciplinary authority, then in the event of the constitution of the reconvened Enquiry Committee, at least half of the members of the present Committee shall be those who originally enquired into the said complaint.
28. The committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/present direct or corroborative evidence.
29. The committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life, conduct, personal and sexual history.
30. The committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the respective organization / workplace, the employer-employee equations and other power differences while appreciating the evidence.
31. The committee shall inform the complainant/s that she may give her answers to questions of a sensitive nature in writing at the enquiry proceedings during cross examination.
32. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee Against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right To Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary, disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

Enquiry into any complaint must be completed within 90 days from date at which enquiry is commenced. In case of delay in submission of Enquiry Report, reasons causing this delay must be recorded in writing.

Findings of CASH:

1. After conclusion of enquiry, CASH shall compile detailed written report of its findings specifying details of charge(s) against defendant, statements made, evidence presented and discussions leading up to findings and decisions arrived at by Committee This report shall not include any

comments on the work, behaviour or other descriptions of complainant or defendant that are not relevant to complaint being enquired upon. The Committee may consider previous complaints of sexual harassment against defendant.

2. In the event that Committee finds defendant guilty of sexual harassment, it will also recommend nature of disciplinary action given gravity of offence as well as whether to publicise identity of offender, misconduct and redressal. In case Committee does not find merit in complaint, it will write comprehensive report to competent authority explaining decision. In case the complaint is proven on balance or probabilities, a similar report will be submitted detailing decision.
3. On completion of enquiry, Committee shall provide report of its findings to Head of School within ten days of date of completion of enquiry. This report will be made available to the concerned parties.

CASH Reports:

The report of the Committee shall be deemed to be an inquiry report under the Central Civil Services (Conduct) Rules, 1964 or any other rules governing the concerned educational institution. Within 5 working days of the preparation of the report of the Committee, the Chairperson of the Committee Against Sexual Harassment shall convene a meeting. Each member of the Committee Against Sexual Harassment shall have the right to access the entire enquiry proceedings, or any part thereof. The Committee Against Sexual Harassment will discuss the Report and recommendations for disciplinary action, if any. Within five working days of the adoption of the report, the Chairperson of the Committee Against Sexual Harassment shall forward the Enquiry Report, together with a summary of the opinions to the Head of School.

Action to be taken by Head of School:

1. Upon receipt of the Enquiry Report the disciplinary authority will promptly act on the Enquiry report. If the disciplinary authority disagrees with or wishes to modify the recommendations made by the Committee Against Sexual Harassment it may do so by recording the reasons in writing. The same shall also be communicated in writing to the concerned Committee Against Sexual Harassment.
2. A copy of the Enquiry Report shall be given by the disciplinary authority to the complainant and the defendant.
3. The disciplinary authority shall however take disciplinary action only after giving the defendant an opportunity to reply to the findings of the Committee Against Sexual Harassment through an oral or written representation in accordance with the service rules and principles of natural justice.
4. The disciplinary authority shall take disciplinary action within 1 month of receipt of the Report from the Committee Against Sexual Harassment.
5. If complaint committee arrives at the conclusion that allegation against defendant has not been proved, it shall recommend to the Head of School that no action on the matter is required to be taken.
6. No person accused of an act of Sexual Harassment under this policy shall be part of the decision making process referred to this section.

Appeal

If the complainant or defendant are dissatisfied with decision of CASH or disciplinary authority, they have the right to appeal to an apex body which may be constituted on a needs-basis with an external woman expert as chairperson and two academic members of Vidya Vanam.

Redressal

1. CASH can ask for the suspension/ transfer of the alleged harasser from his official position during the pendency of the enquiry if his presence is likely to interfere with the enquiry.

2. The victim of sexual harassment will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Head of the institution upon receipt of the enquiry report shall refer the same to the Governing Body or any other appropriate body and institute disciplinary action on the basis of the recommendations of the concerned Committee Against Sexual Harassment.
4. The disciplinary action will commensurate with the nature and impact of the sexual harassment.

Penalties

Any member of Vidya Vanam – academic staff, non-teaching staff, students, service providers, and residents – found guilty of sexual harassment shall be liable for disciplinary action.

Penalties listed below are indicative and not restrictive.

Academic, Non-Teaching, Administrative Staff & Management	Students
A. Warning	A. Warning
B. Written apology	B. Written apology
C. Gender Sensitization	C. Gender Sensitization
D. Counselling	D. Counselling
E. Debarring from supervisory duties	E. Debarring from campus/exams
F. Denial of re-employment	F. Withholding results
G. Stopping of increments/promotion	G. Expulsion
H. Demotion	H. Denial of admission
I. Dismissal	
J. Prohibition from entry on campus	

NOTE: In case of second offense, there may be enhanced penalty.

NOTE: Reasons for action must be provided in writing.

Monitoring and Review:

CASH will provide brief annual report to Head of School of all complaints of sexual harassment monitored by it. Confidentiality of complainants and witnesses will be maintained in reporting.

Amendments to Policy:

CASH can make recommendations to Head of School about changes in policy, rules and procedures as and when required as long as they are in keeping with objectives of policy.

Sexual Harassment as Criminal Offense:

Where the conduct of Sexual Harassment amounts to a specific offence under the Indian Penal Code (45 of 1860) or under any other law; it shall be the duty of the Committee Against Sexual Harassment to immediately inform the complainant of her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same. Any such action or proceedings initiated shall be in addition to proceedings initiated and /or any action taken under this Policy.

Note

This document shall be read in consonance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013. In case of any dissonance between this document and the Act, the latter shall be upheld as final authority. This Policy must be regularly updated to reflect any changes or amendments to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013, any orders or notifications issued by the Government of India and/or any other circulars issued by CBSE on the matter.