

## Harassment of Women at Workplace - Prevention, Prohibition and Redressal Act - 2013

### INTRODUCTION

GURU NANAK MISSION PUBLIC SCHOOL is running under the GURU NANAK MISSION HOSPITAL AND EDUCATION TRUST OF INDIA (REG.). It is a co-education institute up to Grade XII. 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 work places and girls.

#### Composition/ Members of the Committee

S. No.	Name	Designation	Contact No.
1	Mr. Bikram singh	Principal Chairperson	98556-72353
2	Mrs.Ranjit Kaur Gehlan	TGT Member	99152-71436
3	Mrs.Harkamaljit	TGT Member	98553-84445
4	Mrs.Kulbir Kaur	TGT Member	75278-17898

#### 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.
- 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 or in writing.
3. The identity of the complainant will be kept strictly confidential throughout the process.

### **PROCEDURE FOR FILING A COMPLAINT /GRIEVANCE WITHOUT REVEALING IDENTITY**

- Grievance can be shared with the principal or any committee member.
- Unwelcome sexually determined behaviour includes physical contact, sexual favours, coloured remarks, pornography, etc.
- Additional forms include eve-teasing, unsavory remarks, jokes, touching, confinement, cyberbullying, etc.

### **PROCEDURE FOR DEALING WITH COMPLAINTS**

- Complaint filing process, timelines (within 30 days), and required documentation.
- Detailed enquiry procedures, hearings, confidentiality, and non-retaliation rules.
- Interim recommendations and final report within 4 weeks.
- Disciplinary actions based on outcomes.

### **Decision and Action**

Staff: Warning, written apology, report remarks, debarment, demotion, dismissal, etc.

Students: Warning, result withholding, debarment from exams/posts, expulsion, etc.

### **Conclusion**

The school will ensure safety for all women employees and girl students. The policy will be regularly reviewed and amended as required.