



# St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Sexual Harassment

Revised on:08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Quality Assurance

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Approved by:  
Chairman

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## Sexual Harassment

### Policy Statement

St. Albert's College (Autonomous) is committed to ensuring that employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behaviour which will not be tolerated under any circumstances. All complaints of sexual harassment will be treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behaviour which creates a sexually tense or hostile working environment, both offline and online. Sexual harassment can occur between an employee and a co-worker or a student.

Sexual harassment is not just unlawful during working hours or in the workplace itself. The behaviour is unlawful in any work-related context, including conferences, work functions, industrial or field visits, and student excursions.

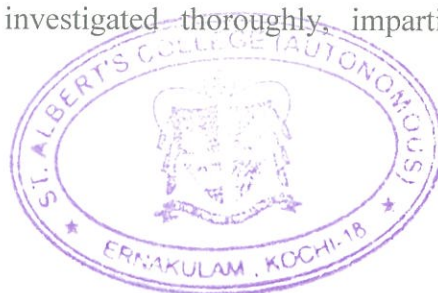
St. Albert's College (Autonomous) encourages any employee who feels that he/she has been harassed, to contact the Principal, the HoD or any member of the Internal Complaints Committee (ICC) of the College.

St. Albert's College (Autonomous) recognises that, the comments and behaviour which do not offend one person can offend another. The management accepts that individuals may react differently and expects his/her right to be generally respected.

Any complaints or reports of sexual harassment will be treated promptly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially.

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Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Appropriate disciplinary action will be taken against anyone in this College's employment who is found to have sexually harassed a co-worker. Depending on the severity of the case, consequences can include an apology, counselling, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment.

St. Albert's College (Autonomous) has a legal responsibility to prevent sexual harassment.

Therefore, the Principal and the HoDs have a responsibility to:

1. monitor the working environment to ensure that acceptable standards of conduct are observed at all times
2. model appropriate behavior themselves
3. treat all complaints seriously and take immediate action to forward the complaint to the ICC.

All employees have a responsibility to:

1. comply with the College's Sexual Harassment Policy
2. offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
3. maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumours may expose themselves to defamation action)

### **Objective**

To foster a professional, open and trusting workplace environment.

### **Application**

The Sexual Harassment Policy will be successfully implemented when all staff/student work in an open and trusting workplace environment.

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### **Procedure for Submission, Enquiry and Redressal of Complaints**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and the rules framed there under, the College hereby adopts the following procedure for addressing complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated here under.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident (Provided that where such complaints cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. Where the aggrieved woman is unable to file a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or any other person as may be prescribed may make a complaint). The written complaint should be submitted to the Presiding Officer of the ICC or any of its members along with list of witnesses and supporting documents.
2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the College that no action is required to be taken in the matter.
4. A notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).
5. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement thus arrived

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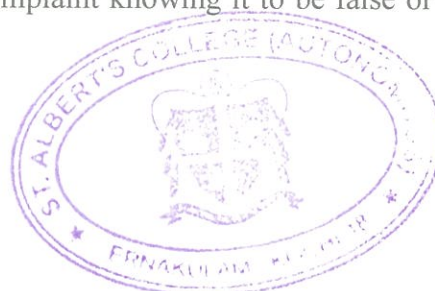
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at, and forward the same to the Management for necessary compliance. The Committee shall provide the copies of the settlement to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.

6. If conciliation is found to be not feasible, a notice will be issued to both parties for hearing.
7. The ICC follows the principles of natural justice during the proceedings which include:
  - a. Right to hear from both the parties
  - b. Examination and cross examination of parties and witnesses
8. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
9. 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.
10. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
11. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
12. The Committee shall have the right to terminate the enquiry proceedings and give an ex parte decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
13. All proceedings of the ICC shall be recorded in writing.
14. After concluding its investigation, the Committee shall submit a detailed report to the College.
15. In the event of the Committee finding the allegation(s) against the respondent to be true, it shall recommend the nature of action to be initiated by the College.
16. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or

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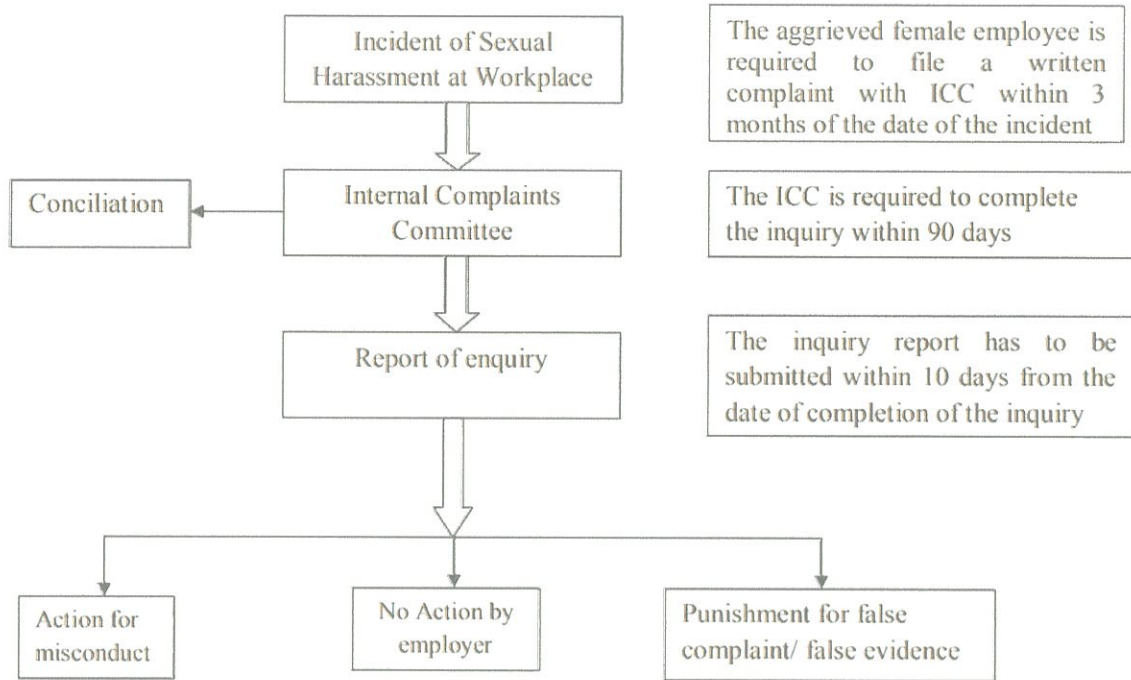
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any other person making the complaint has produced any forged or misleading document, it may recommend to the College to take action against such falsification.



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