

## POLICY FOR PREVENTION OF SEXUAL HARASSMENT AT THE WORKPLACE

Each one of you is a valuable employee of this prestigious institution, Christian Medical College, Vellore (CMC), which strives for excellence in service, education and research in the spirit of Christ. CMC does not discriminate based on gender in matters regarding work, promotion, privileges, etc.

CMC is committed towards protecting the safety and dignity and preventing sexual harassment of all employees.

The Internal Committee(IC) of CMC has been constituted as per the provisions of *The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013*.

Towards safeguarding the dignity and safety of employees, one must clearly understand the various provisions available in CMC. A brief is given below.

### **1. THE FOLLOWING ACTS ARE CONSIDERED AS SEXUAL HARASSMENT:**

- Unwelcome physical contact and sexual advances.
- A demand or request for sexual favours
- Making sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

### **2. BEHAVIOURAL SEXUAL HARASSMENT:**

The following circumstances, occurring in relation to Point no. - 1, may amount to sexual harassment:-

- Implied or explicit promise of preferential treatment in employment.
- Implied or explicit threat of detrimental treatment in employment.
- Implied or explicit threat about present or future employment status.
- Interference with work or creating an intimidating or offensive or hostile work environment.
- Humiliating treatment likely to affect health or safety.
- Conduct that amounts to sexual harassment as described above, on online platforms will also be approached with the same seriousness as offline prohibited conduct. CMC has a zero tolerance policy for all forms of online sexual harassment including but not limited to dissemination of fake news, trolling, sending objectionable jokes, images and videos and asking for sexual favours online.

### **3. DEFINITION OF WORKPLACE**

A workplace is defined as any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey. This includes:

- All premises of CMC including peripheral units.
- Accommodation provided by CMC.
- Premises of activities (eg: picnics, conference, retreat, field work etc.) including transportation organized by CMC.

#### 4. CONSTITUTION OF INTERNAL COMMITTEE (IC):

- CMC has constituted an IC in accordance with the said Act to receive complaints from women employees to conduct enquiry, find out facts and may recommend appropriate redressal including punishment of the delinquent employee in accordance with the Act.
- In addition to this the IC will receive complaints relating to sexual harassment from men employees as well, conduct enquiry and find out facts and recommend appropriate redressal including punishment in accordance with rules and regulations of CMC.

#### 5. COMPLAINT:

In the event of an incident of sexual harassment, a written complaint should be made directly to the IC (It is not necessary to report through the HOD or any line managers). Those employees who cannot write may authorize their friend/relative to lodge a written complaint with their consent. The names of the members of the committee are given below:

S.No.	Name & Department	Designation	Mobile No. & Email ID
1	Dr. Susanne Alexander Pulimood, Dermatology	Chairperson	9443364120, sapulimood@cmcvellore.ac.in
2	Dr. Anuradha Rose, Community Health & Bioethics	Secretary	9842594396, anurose@cmcvellore.ac.in
3	Dr. Suma Susan Mathews, ENT	Member	9487901556, sumasusanm@yahoo.co.in
4	Dr. Mona Matilda Basker, Child Health	Member	9489592002, whitesheepnz@yahoo.co.in
5	Mrs. Ruma Nayak, College of Nursing	Member	9443104624, rumanayak@cmcvellore.ac.in
6	Mrs. T. Pon Evanjelin Karunya, Legal Cell	Member	9600863242, karunya.t@cmcvellore.ac.in
7	Mr. Durai Jasper R.P., Public Relation Officer	Member	9894116623, pro.dir@cmcvellore.ac.in
8	Mrs. Vinodhini Nakka	External Member	8870076679, vinodhini.nakka@gmail.com

#### 6. CONFIDENTIALITY:

The publication or making known of the contents of a complaint and the enquiry proceedings is prohibited.

#### 7. TIME LINE FOR AN ENQUIRY:

- TIME LIMIT FOR MAKING A COMPLAINT:

- The affected employee should make a written complaint within THREE MONTHS from the date of the incident. If it is an ongoing offence, the date is three months from the last occurrence. The IC may render all help to an employee, who does not know how to write a complaint.
- The IC may receive a complaint even after three months of the incident, if the committee deems fit.

Description	Timeline
Submission of complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by IC	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations.

#### 8. POWERS OF THE INTERNAL COMMITTEE

The IC can recommend to the administration, appropriate punishment including the following:

- transfer of the complainant or delinquent from their present position
- dismissal, demotion, suspension, stoppage of increment, written warning etc.,
- compensation to the affected employee either from official funds or by recovering from the salary of the delinquent employee.

The final decision lies with the Administration of the institution.

#### 9. PUNISHMENT FOR SEXUAL HARASSMENT:

Any of the following punishments may be given to the delinquent in case the charges are proved, depending upon the gravity of the offence.

- warning
- reprimand or censure
- demotion
- stoppage of increments
- terminating service

#### 10.FALSE COMPLAINT:

If the IC finds during the enquiry that a false complaint has been made or forged documents have been produced it will be reported to the employer and action will be taken according to the service rules of CMC.

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**Some examples of behavior that constitute sexual harassment at the workplace:**

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body, dressing or appearance.
3. Sexually offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexual or other offensive pictures, posters, mms, sms, WhatsApp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently inviting someone for coffee/meal etc., despite being turned down.
14. Stalking an individual.
15. Abuse of authority to threaten a person's job or downplay performance when denied sexual favours.
16. Falsely accusing and undermining a person when denied sexual favours.
17. Tarnishing a person's moral/sexual reputation by rumor-mongering.

**Some examples of behaviour that may, in connection with the above, indicate underlying workplace sexual harassment and merit inquiry:**

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

**Some examples of workplace behaviours that may not constitute sexual harassment:**

1. Asking about reasons for absence from work.
2. Expecting an appropriate standard with regard to work performance.
3. Appropriate exercise of management rights.
4. Experiencing work-related stress e.g. meeting deadlines or quality standards.
5. Dissatisfaction with conditions at work.
6. Constructive feedback about work performance.

## **FLOW CHART**

### **FUNCTIONS OF INTERNAL COMMITTEE**

