

1. Purpose

The purpose of introduction of the policy is to put in place a mechanism of zero tolerance about sexual harassment in the university and its component bodies and to take appropriate measures of minimizing chances of harassment and punish the violators. Disciplinary action is intended to correct, improper behaviors and improve academic environment and work performance

2. What Constitutes Sexual Harassment?

Behaviors that may constitute sexual harassment include but are not limited to;

- A. Generalized gender-based remarks and comments.
- B. Unwanted physical overtures, contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement of a person.
- C. Communicating verbally or in writing sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, Invitations, gestures or inappropriate comments about person's clothing.
- D. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
- E. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion or retention and rejections would result in an adverse employment consequence.
- F. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

3. Precautionary Measures

It shall be the responsibility of the management to provide/arrange segregation as far as possible between male and female students and employees at their places of work. It will be ensured that male and female students at the campus and employees working at the same place shall wear dresses and/or have such make up which may not draw attention of the other sex.

4. Employees Responsibilities

Any students or employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment shall be encouraged to promptly report the

incidents(s) to either their immediate officer or to the departmental head or directly to the Vice Chancellor depending upon the seriousness of matter. All employees shall cooperate with investigations undertaken and failure to cooperate in an investigation should result in disciplinary action, up to and including termination.

5. Responsibility of Immediate Officer/Departmental Head

The immediate officer concerned shall make every effort to maintain discipline among students and provide environment that is free from any form of prohibited discrimination/harassment. They are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to immediately refer the matter to the head of the component, as the case may be.

6. Complaint Process

- A. In order to implement these policies, it is imperative to have proper procedure for reporting, investigating, and where appropriate, remediating claims or discrimination / harassment. The university can designate an individual or individuals to receive complaints of discrimination/harassment, investigate such complaints, and recommend appropriate remediation of such complaints.
- B. All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. Investigations shall be conducted in a prompt and impartial manner. The results of the investigation shall be forwarded to the departmental head or Vice Chancellor as the case may be, to make a final decision as to whether a violation of the policy has been substantiated.
- C. Where discrimination/harassment is found to have occurred, the management shall take prompt and appropriate remedial action to stop the discrimination/harassment and deter its reoccurrence.
- D. The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment or expulsion from university, if he is a student.
- E. The university shall maintain a written record of the discrimination / harassment complaints received. Written records will be maintained as confidential to the extent practicable and appropriate
- F. Before taking any action against the alleged offender a notice shall be served on him to explain his position. After giving due consideration to the explanation preferred, the authority shall have powers to amend any punishment commiserating with the nature of the offence.

7. Prohibition against Information

Retaliation against any person who alleges that she/he was the victim of discrimination/harassment or who provides information in the course of an investigation shall be prohibited under this Policy. Any employee bringing a complaint, providing information for all investigation, or testifying in any proceeding under this Policy shall not be subjected to adverse employment consequences based upon such involvement or be the subject to retaliation.

8. False Accusations and Information

If any student or employee knowingly makes a false accusation of unlawful discrimination /harassment or knowingly provides false information in the course of an investigation of a complaint shall be dealt with breach of conduct and be grounded for strict disciplinary action.

9. Disciplinary Action

Any person, employee or student found to have violated this Policy might be subject to any one of the disciplinary actions, which may include; suspension, reassignment, or termination of employment, expulsion from the university in case of student, or referring the matter for legal action under the law.

10. Inquiry Committee as per the Protection against Harassment of Women at Workplace under the Act IV

The Vice Chancellor may constitute separate committees for instituting inquiry and formulating suggestions, as per University rules and/or the Protection against Harassment of Women at Workplace under the Act IV of 2010 guideline mentioned below, for appropriate disciplinary action against a student or employees or different cadre/grades. Disciplinary action is intended to correct improper behavior and improve academic environment and employee work performance.

- A. In compliance of section 3(1) of the Act, each organization shall constitute Inquiry Committee to enquire into complaints under this Act.
- B. As per Section 3(2) the Inquiry Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be the senior representative of the employee or a senior employee where there is no CBA. One or more member can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A chairperson shall be designated from amongst them.
- C. Section 3(3) provides that in case a complaint is made against one if the members of the Inquiry Committee that member should be replaced by another one for that particular case. Such member may be from within or outside the organization.

- D. As per section 3(4) in case where no competent authority is designated the organization shall within thirty days of the enactment of this Act designate a competent authority.
- E. To be effective, a policy of this nature must consider the nature of the offence, the past record of the offending employee and the penalty appropriate to the offence. Departmental heads would exhaust every means at their disposal to improve behavior and unsatisfactory work performance. In the few instances where employee's exhibit no interest in improving their work behavior or work performance, the investigation carried out through constituted disciplinary committee confirms employee guilt, discharge from service or expulsion from university in case of student would be appropriate.

12. Report Behavior

Any students or employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment shall be encouraged to promptly report the incidents(s) to either their immediate officer or to the departmental head or directly to the Vice Chancellor depending upon the seriousness of matter. All employees shall cooperate with investigations undertaken and failure to cooperate in an investigation should result in disciplinary action, up to and including termination.