

OFFICE ORDER: 24/2020

Policy to address Sexual Harassment of Women employees & students @ Workplace

1. The Institute has duly constituted **Internal Complaints Committee (ICC)** as per norms AICTE Regulations, 2016 to address issues / provide protection against sexual harassment of women @ workplace / and timely redressal of grievances/complaints (if any). **Ref. Office Order 7/2020 dated 8th Jun'20 & 12/2020 dated 27th Jun'20 (Copy attached).**
2. This policy has been instituted as a **preventive measure** to provide protection / to prohibit unwelcome behaviour that constitutes **workplace sexual harassment. (Annexure-A)**
3. Any incident that violate the principle of equality and breach the dignity of members (faculty/staff/students) may be **reported to this committee i.e ICC for redressal.**
4. It is important as well to ensure that the **emphasis is on prevention** rather than punitive action.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Head-IRCDC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Office, KIETians

Copy to:

- Chairperson-ICC & team

Policy - Sexual Harassment of women employees & students @ Workplace

References:

- (A) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- (B) AICTE Notification No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations, 2016
- (C) Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 by Govt. of India, Ministry of Women and Child Development

1. KIET has **ZERO Tolerance** Policy towards sexual harassment. With equal rights, empowerment to women, we at the KIET Group of Institutions, strive to be the 'Agents of Change'. KIET Group of Institutions is committed to provide to all women a place of work and study, free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff, officials and executives, shall treat one another and visitors to the Institute with respect.
2. KIET practices the principle of free inquiry and expression. Free discussion and debate are fundamental to the pursuit of knowledge and this Policy is not intended to stifle teaching methods or freedom of expression. However, especially when dealing with women, there is a thin line between free expression and passage of unwanted remarks. Such incidents are unwarranted and uncalled for. Such acts will not be tolerated, as they not only violate the principle of equality and breach the dignity of all members, but also compromise the integrity of the Institute and its tradition of intellectual freedom.
3. With reference to Act, 2013, AICTE regulations, 2016 and handbook by Govt. of India cited above, Sexual Harassment includes any one or more of the **following unwelcome acts or behavior** (whether directly or by implication): -
 - (i) Physical contact and advances *or*
 - (ii) A demand or request for sexual favors *or*
 - (iii) Making sexually colored remarks *or*
 - (iv) Showing pornography *or*
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The **following act or behavior** may also amount to sexual harassment: -

- (i) Implied or explicit promise of preferential treatment in her employment *or*
- (ii) Implied or explicit threat of detrimental treatment in her employment *or*
- (iii) Implied or explicit threat about her present or future employment status *or*


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- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her *or*
- (v) Humiliating treatment likely to affect her health or safety.

4. Some **examples of behaviour that constitute sexual harassment** at the workplace:

- (i) Making sexually suggestive remarks or innuendos.
- (ii) Describing a person's body or her appearance
- (iii) Passing offensive remarks or jokes.
- (iv) Discussing about a person's sexual life.
- (v) Displaying sexist or other offensive pictures, posters, messages, or e-mails.
- (vi) Intimidation, threats, blackmail around sexual favours.
- (vii) Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit
- (viii) Physical contact such as touching or pinching
- (ix) Caressing, kissing or fondling someone against her will (could be considered assault)
- (x) Stalking an individual
- (xi) Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours
- (xii) Compromising a person's reputation by rumour-mongering about her private life.

5. The following behaviour at workplace **may not constitute** sexual harassment: -

- (i) Following up on work absences
- (ii) Requiring performance to job standards
- (iii) The normal exercise on management rights
- (iv) Work related stress e.g. meeting deadlines or quality standards
- (v) Conditions of work
- (vi) Constructive feedback about the work mistake and not the person

6. As mentioned in above cited references (A), (B) & (C) at Para 3 & 4, **anyone violating this Policy will be subject to strict disciplinary actions.**

- (i) Depending upon the severity of the offence, the punishments may include anyone or more such as a written apology, warning, reprimand, censure, undergoing counseling or carrying out community service, withholding of promotion, withholding of pay rise or increments, termination from service.
- (ii) If the accused is a student, depending upon the severity of the offence, the punishments may be :-
 - Withhold privileges of the student such as access to the library, hostel facility, transportation, scholarships, and placement drives.

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- Suspend or restrict entry into the campus for a specific period;
- Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- Award reformatory punishments like mandatory counselling and, or, performance of community services.


7. Action against frivolous complaint

- (i) To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have also been made.
- (ii) If the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of para 6 (i), if the complainant happens to be an employee and as per para 6 (ii), if the complainant happens to be a student.

8. To prevent any individual from violating the Policy, all the departments shall: -

- (i) Provide a safe working environment to all women in the department, which shall include safety from the persons coming into contact with them in the department.
- (ii) To build enabling work environments that respects women's rights to equality of status and opportunity.
- (iii) Display at any conspicuous place in the department, as to what constitutes Sexual Harassment and the penal consequences of sexual harassment.

9. The above policy shall apply to the students, academic staff, non-teaching staff, residents, service providers and outsiders. All members of the institute, including those who are in temporary or short-term positions – this policy shall be pertinent for all.


Dr. (Col) A Garg
Director

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