

# EWING CHRISTIAN PUBLIC SCHOOL

712, MUTTHIGANJ, PRAYAGRAJ-211003

SESSION: 2019-20

## SEXUAL HARASSMENT COMMITTEE

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective

enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places and schools, CBSE has issued circulars since 2004 to all the schools, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and bullying at the schools. Keeping the above guidelines in view, Ewing Cristian Public School, Prayagraj, has constituted a Committee Against Sexual Harassment...

## COMPOSITION

The Committee consists of members of the faculty, administration, service staff. The members of the committee for the current academic year 2019-20 are:

S.N	NAME	DESIGNATION	E-MAIL ADDRESS
01	MRS JAYA KHANNA	PGT	JAYAKHANNA.ECPS@GMAIL.COM
02	MRS M J JACOB	PGT	JOHNSI.JACOB@GMAIL.COM
03	MRS AMRITA SINGH	TGT	AMRITA.VIPUL@GMAIL.COM
04	MRS E.O PAUL	PRT	ENIDPAUL40@GMAIL.COM
05	MRS PREETY MANI	PRT	PREETY.MMANI@GMAIL.COM
06	MRS SHASHI	SERVICE STAFF	

## The objectives of the Committee are:

Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;

Make recommendations to the chairperson for changes/elaborations in the Rules for students and employees in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the 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;

## PROCEDURE

Complaint may be oral, by email (ECPS.DSHA@gmail.com) or in

writing. If the complaint is oral, it will be converted into a written form by the Sexual Harassment Committee member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.

Upon receipt of complaint by any member of committee, the member should forward it to ECPS.DSHA@gmail.com. The grieved one may also lodge her complaint directly on the given e-mail or login the school website www.ecpsss.co.in where a complaint corner is available to lodge such complaints. Moreover, the complaint can also be lodged telephonically to the mobile Nos of the Chairperson and members of the committee which are available on our website.

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

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the Counselling room. Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as: -

- (a) Physical contact and advances.
- (b) Demand or request for sexual favours.
- (c) Sexually coloured remarks.
- (d) Showing pornography.
- (e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgment by Supreme Court) and the Act passed by the Parliament in this regard.

The following will also be treated as sexual harassment and are covered by the committee: -

- (a) Eve-teasing.
- (b) Unsavoury remarks.
- (c) Jokes causing or likely to cause awkwardness or embarrassment.
- (d) Innuendos and taunts.
- (e) Gender based insults or sexist remarks.

- (f) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- (g) Touching or brushing against any part of the body and the like
- (h) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- (j) Forcible physical touch or molestation.
- (k) Physical confinement against one's will and any other act likely to violate one's privacy.

#### PROCEDURE FOR DEALING WITH COMPLAINTS

Filing of a complaint if any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

#### Process of Enquiry

The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.

The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.

The statement and other evidence obtained in the inquiry process will be treated as strictly confidential. The committee will organize verbal

hearings with the complainant and the accused.

The committee will take against the witnesses' testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that sufficient care is taken to avoid any retaliation.

During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.

The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.

The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint: -

(a) Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

(b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment. In this regard the committee will also have the discretion to make appropriate interim recommendations in relation to an accused person pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.

The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.

The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include: -

(a) Restore any lost terms, conditions or benefits of employment to the complainant.

(b) Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

(c) This anti sexual harassment policy shall not, however, be used to raise malicious complaints. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action which may include termination, will be taken against the person raising the complaint.

### **CONCLUSION**

The school will ensure that all women employees will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it any time.

PRINCIPAL