



**POLICY ON
PREVENTION,
PROHIBITION AND
REDRESSAL OF SEXUAL
HARASSMENT AT
WORKPLACE**

**ST. GONSALE GARCIA COLLEGE,
VASAI**



POLICY STATEMENT

We, St. Gonsalo Garcia College, formed under the Trust our Lady of grace Trust, affiliated to University of Mumbai and registered under UGC 2f & 12b hold the following vision

To provide the rural youth higher education aimed at academic excellence coupled with over all character formation through moral ethical and spiritual values inculcating the spirit of research and discovery, to orient in skills, to ensure employment and self-sufficiency through various courses to enhance essential human resource development for the overall improvement of life which leads to nation building.

Our institution is committed to achieve the objectives through inculcating overall character formation through moral, ethical and spiritual values. It is thus in acknowledgement of these values that we are dedicated to ensure a work environment in our institution through fair, safe and harmonious relations, based on mutual trust and respect, between all the participants or stakeholders. Discrimination and harassment of any type is strictly prohibited. We wish to promote and maintain this culture to ensure that all the members of the college do not engage in practices that are abusive in any form or manner whatsoever.

The staff of the college discussed and framed a policy to prevent and prohibit the occurrence of unethical issues. This policy is mainly to prevent occurrence of unethical behaviour on the campus. The violation of the policy to be brought to the notice of ICC committee to take necessary action on such violation. ICC committee will decide about the action on any violation of the policy. Presenting or filing a false complaint of sexual harassment will also be treated as violation of the Policy.

Scope

This policy on prevention, prohibition and redressal of sexual harassment at the college and the other places where college activities take place.

This policy applies to all stakeholders of the institution whether directly or indirectly involves with various activities of the college.

The College will not tolerate Sexual Harassment, if engaged in by any of the stakeholders during any of the activities directly or indirectly relating to the academic or non-academic activities of the college.

This Policy has been approved by the college staff through a resolution passed in the staff meeting held on 30-01-2020.

This Policy has been formulated in compliance with the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and similar Acts. This policy is developed by the college staff after two workshops on Prevention and prohibition of Sexual Harassment at work place conducted by the college as part of FTP (Faculty training programme).

The staff members were divided into 9 groups. These groups met many times and discussed the issues and framed this policy paper. The conclusion of the workshop was that instead of developing harsh rules and regulations, we need to develop a cordial atmosphere in all walk of life of the institution.

The “College” includes:

1. All premises of the college, all offices of the college including play grounds or other premises where the college activities are conducted.
2. All college-related activities performed at any other site away from the College premises
3. Any social, cultural, sports or extracurricular or other functions where the conduct or comments may have an adverse impact on the college or college relations.
4. Any place visited by the staff arising out of or during the course of employment, including transportation provided by the institutions for undertaking such journey.

WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour

(whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Some examples of behaviour 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 or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person’s sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp messages, 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/his will (could be considered assault).

12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her/his performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may 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. Following-up on work absences.
2. Requiring performance to job standards.
3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

Teachers in Staff room:

1. Treat each other with dignity and courtesy
2. The language used should be sober and positive
3. Wish each other when meet
4. Respecting privacy of teachers in the staff room specially during recess
5. Keep one's place neat and clean, switch off fans lights when not in use
6. Meet in person, discuss and resolve mis-understanding among any staff
7. Suggestion box in staff room
8. No groups or discrimination among staff
9. No gossiping in the staff room and no back biting

Decorum in Library:

1. Issuing of books to be done in a proper decent manner. Physical contact lender and borrower to be avoided
2. Avoid use of mobile numbers from student IDs for personal communication

3. Proper distance and decorum to be maintained while sitting in the library
4. Special seating facility for girl students
5. No use of signs, arrogant language / rude / harsh language

Gymkhana – Staff & students:

1. Lady attendant is essential in Gymkhana
2. Fixed time slots to be allotted to girl students
3. Notice Board with timings to be displayed
4. CCTV surveillance to be installed in the gymkhana
5. Separate changing room and shower facility for participants
6. No bias to be followed for allotment of equipment responsibilities selection of teams etc.,
7. Use of formal language, to be done sign, language to be avoided, funny comments & misconduct to be avoided
8. Coaches, trainers should not use phone numbers of students for personal communication
9. Attendance register to be maintained, for security reasons

Teacher: Student Assignments:

1. Communicate, discuss, in detail- this will bring clarity on the subject or topic to students.
2. Give ample time for submission- it will help students ample time to prepare & teachers get sufficient time to collect the assignments
3. Give name of the reference books, material – it help the students to develop creativity & presentation can be improved
4. Display time table for submission – it will help students in time management
5. Avoid acting selfishly or arrogantly – this will help in keeping healthy relationship with the students

6. All assignments to be collected in the class room – it will avoid disturbance to others in staff room
7. Don't be bias while giving the assignment marks – this will gain students trust
8. Assignments should be based on syllabus only – it will be easier to collect data information and as per the guidelines of the university

Teachers and NSS Volunteers:

1. No personal work to be assigned to NSS Volunteers. This is for safety & dignity of the NSS Volunteers
2. As per NSS guidelines, NSS volunteers to be used – this will avoid exploitation of NSS volunteers
3. Instructions only from Programme officers
4. Without receiving undertaking of volunteers, they should not be taken for any outside programme – this will help to follow the guidelines of NSS
5. For NSS outside programme one programme officer must accompany them- this will ensure the safety of NSS volunteers
6. A first aid box to be kept for NSS unit separately- this will solve any medical emergency
7. Student should disclose medical history if any at the time of enrolment –this will help in avoiding any medical crisis during NSS camps and activities
8. Co-ordination among NSS programme officers will help in smooth conduct of NSS activities

Offices of authorities and camp:

1. All authorities role to be defined in the prospectus
2. Visiting hours should be specified and in-out boards to be kept on the office doors
3. CCTV to be installed in offices and all floors, NCC, NSS rooms

4. Authorities should treat the staff, while in office not as subordinate but as colleagues
5. Seats to be offered to the staff irrespective of their position
6. Drinking water to be made available in the offices and to be offered to the visitors
7. WhatsApp groups should be used only as the last resort of communication with staff by authorities

Campus:

1. Maps of the campus must be put up at both the entrances
2. Sufficient maintenance staff to be provided on both the building on all the floors
3. Central announcement system to be installed linking all class rooms
4. Solar system to be introduced for both the buildings
5. Water tanks automatic stoppers to be installed to avoid overflowing of tanks
6. Rest or common room to be provided for both boys and girls
7. Student representatives to be assigned for boys and girls rooms and even wash rooms
8. Refrigerator and ovens to be provided for the use of staff
9. Relaxation rooms for staff gents and ladies to be separateStaff and students must wear ID card in the campus
10. Complain and feedback boxes to be separately installed in important places

Teachers' decorum in the Library:

1. Teachers should visit library frequently- this will help in increase teacher's participation in library, help to enhance knowledge
2. Strict silence to be maintained in the library which will helps to concentrate in reading and learning of the participants
3. Strict policy of issuing and returning of library books to be maintained. It will help developing punctuality among the teachers

4. The lenders need to be careful with the books borrowed from library- this will help the library to manage books in good condition
5. Full digitalisation of library to be done – it is advisable to keep kindles for reading digital books
6. Be polite, use kind words like please, thank-you etc., while dealing with the library staff and others
7. Restrict the use of mobile inside library. Don't talk personal issues in the library keeping phone on silent mode
8. No group discussions in the library
9. Do not eat in the library
10. A research room to be maintained close to the library- it should have facilities like laptop, printer, dissertation & thesis
11. Library hours to be extended beyond the office hours especially during examination time
12. Study room facility for teachers to be provided

Inter-personal staff relationship:

1. Be polite – respectful behaviour towards each other
2. Obey the official orders – smooth conduct of activities
3. While communicating maintain healthy eye contact
4. Division of work with assigning responsibilities
5. Un bias behaviour no favouritism
6. Proper sitting facilities to be provided at allotted work place
7. Training and development programmes to be planned and conducted for staff for better understanding the duties.
8. Maintain the area of operation properly giving importance to hygiene and cleanliness

Teachers and Students' dress code:

1. Girl students
 - a. Prohibit use of T-Shirt with abusive language, see-through tops, crop tops, with strip tops, spagati tops, tight dress above knee length, rip off pants, shorts – exception can be on religious

- attire, sport days and only while practicing cultural days as per theme
- b. Extensive body piercing tattoos –tattoos to be covered and enclosed
2. Boys students
 - a. Torn pants, Shorts, sleeveless-shirts, prohibit, extensive body piercing tattoos
 - b. T-shirts with abusive language and signs
 3. Faculty Ladies : Mandatory prohibition of see through clothes
 4. Formal pants and shirts allowed
 5. Male faculties : formals and corporate casuals
 6. Exception only on traditional days and sportsdays. Traditional and sportswear respectively on those days.

Staff and students' washroom:

- a. Toilets should be cleaned at regular intervals
- b. Toilets should be cleaned with proper cleaning material.
- c. Regular repairs of broken taps, toilets seats, and washbasin should
- d. be done
- e. Ladies washroom separate bin should be provided for disposal of sanitary napkins.
- f. Hand wash should be provided and refilled on regular basis.
- g. Proper sign board should be displayed outside the gents and ladies washrooms.
- h. Do not leave the washroom without flushing.
- i. Keep the in usable condition for next person who is visiting it.
- j. No graffiti on the toilet walls, no smoking inside the toilets, no
- k. Photography.

Lodging a Complaint:

An aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the **Internal Complaint Committee** within a period of 3 months from the date of incident/ last incident. The Internal Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint within the period.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

1. If the Aggrieved Woman is unable to make a complaint on account of her physical incapacity,
 - a. complaint may be filed by: a. her relative or friend; or
 - b. her co-worker; or
 - c. an officer of the National Commission for Women or State Women's Commission; or
 - d. any person who has knowledge of the incident, with the written consent of the Aggrieved Woman
2. If the Aggrieved Woman for any reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.

DUTIES OF THE COLLEGE:

The College will organize various programmes under women's Cell such as workshops and awareness program at regular intervals for sensitizing the employees and students with the provisions of the Sexual Harassment Act and orientation program for the Members of the Complaints Committee and declare the names and contacts of all the Members of the Complaints Committee.

CONCLUSION:

In conclusion, the College reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

ST. GONSALO GARCIA COLLEGE INTERNAL COMPLAINT COMMITTEE (2019-20)

- | | | |
|----------------------------|---|--------------------|
| 1. Prof. Saritha Kurien | - | Presiding Officer |
| 2. Prof. Evonne Sakharani | - | Member |
| 3. Prof. Sebastian Rebello | - | Member |
| 4. Mrs. Vimala Rebello | - | Member |
| 5. Mr. Chaitanya Veer | - | Member |
| 6. Ms. Anuja Raut | - | Student Member |
| 7. Mr. Ibrahim Shaikh | - | Student Member |
| 8. Ms. Tinu John | - | Student Member |
| 9. Mr. Kiran Badhe | - | NGO representative |
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