

The Process and Procedure for redressal of grievances at the workplace:

Chapter IV of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), outlines the process for filing a complaint of sexual harassment at the workplace, including details on who can file a complaint, the timeframe for doing so, and the procedures followed by the Internal Complaints Committee (ICC) to investigate and address the complaint.

Key points of Chapter IV of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act):

- **Who can file a complaint:**

Any "aggrieved woman" who experiences sexual harassment at the workplace can file a written complaint to the ICC constituted by the employer.

- **Where to file a complaint:**

The complaint must be submitted to the Internal Complaints Committee (ICC) established within the organization.

- **Timeframe for filing a complaint:**

A complaint must be filed within three months from the date of the alleged sexual harassment incident.

- **Content of the complaint:**

The complaint should include details such as the date, time, location of the incident, description of the alleged harassment, names of the accused and witnesses, and any supporting evidence.

- **ICC Investigation:**

Once a complaint is received, the ICC is required to conduct a thorough investigation, including:

- Examining the complaint and gathering evidence
- Giving the accused an opportunity to respond to the allegations
- Interviewing the complainant, accused, and witnesses

- **ICC findings and recommendations:**

After the investigation, the ICC must submit a report with findings and recommendations to the employer, which may include:

- Taking disciplinary action against the accused if the complaint is substantiated
- Providing counselling or support to the complainant

- Implementing preventive measures to address sexual harassment at the workplace

Important aspects of Chapter IV of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act):

Confidentiality:

The ICC is mandated to maintain confidentiality throughout the investigation process.

- **Protection of the complainant:**

The Act provides protection to the complainant against any form of retaliation from the employer or the accused.

- **Appeal process:**

If the complainant is not satisfied with the ICC's decision, they may have the option to appeal to a higher authority within the organization or to a designated external body.

Policy of the Institute

It is the policy of the Institute to create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment. All students, faculty, and staff members are advised to report any matter related to sexual harassment to the Committee against Sexual Harassment. All complaints will be thoroughly investigated and appropriate action will be taken promptly. The Committee will maintain confidentiality within the limits of the law and will not disclose sensitive information to any individual except for those who have a specific need to know.

PROCEDURE TO FILE/REPORT A COMPLAINT

The person concerned can personally approach/telephone/write/e-mail to any member of ICC followed by the submission of a formal written complaint as a hard copy addressed to the Presiding Officer, ICC within 90 days of the incident about which the complaint is filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint.