

MODERN BABY NURSERY SCHOOL SAMITI

SEXUAL HARRASEMENT  
POLICY

2024

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# Sexual Harassment Policy for Modern Baby Nursery School Samiti, Jana Bazar, Ayodhya

## **Purpose:**

The purpose of this Sexual Harassment Policy is to provide a safe, respectful, and inclusive environment for all employees, students, parents, and visitors associated with Modern Baby Nursery School Samiti. The policy outlines the school's commitment to preventing and addressing sexual harassment and provides a clear framework for reporting, investigating, and resolving complaints.

## **1. Scope:**

This policy applies to all employees, volunteers, students, parents, contractors, and visitors of Modern Baby Nursery School Samiti, regardless of their position or level within the organization.

## **2. Definition of Sexual Harassment:**

Sexual harassment is any unwelcome sexual behavior, conduct, or advances, whether verbal, non-verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment. It includes, but is not limited to:

**Verbal Harassment:** Comments, jokes, or remarks of a sexual nature, including innuendo, suggestive or derogatory comments, and inappropriate discussions about an individual's body or sex life.

**NonVerbal Harassment:** Gestures, staring, or displaying sexually suggestive objects, pictures, or written materials.

**Physical Harassment:** Unwanted physical contact, including touching, patting, pinching, brushing against, or any other form of physical aggression.

**Quid Pro Quo Harassment:** Implied or explicit requests or demands for sexual favors in exchange for employment benefits, promotions, favorable treatment, or avoiding negative consequences.

\* **Online Harassment:** Sending sexually explicit messages, emails, or social media content, or using digital platforms to harass or intimidate someone sexually.

## **3. Policy Statement:**



- \* Modern Baby Nursery School Samiti is committed to providing a work and learning environment free from sexual harassment.
- \* The organization will not tolerate any form of sexual harassment, whether committed by employees, students, parents, or any other individual associated with the school.
- \* Any individual found guilty of sexual harassment will face disciplinary action, up to and including termination of employment, expulsion, or legal action.

#### **4. Responsibilities:**

##### **4.1 Employer Responsibilities:**

- \* Ensure that all employees, students, and associated individuals are aware of this policy.
- \* Provide training and awareness programs on sexual harassment prevention and response.
- \* Maintain confidentiality in handling complaints and ensure a fair and impartial investigation process.
- \* Take prompt and appropriate action against individuals found guilty of sexual harassment.

##### **4.2 Employee and Staff Responsibilities:**

- \* Treat everyone with respect and dignity.
- \* Refrain from engaging in any form of sexual harassment.
- \* Report any incidents of sexual harassment to the designated authority without fear of retaliation.
- \* Cooperate in any investigation related to sexual harassment.

#### **5. Reporting Procedures:**

##### **5.1 Internal Complaints Committee (ICC):**

- \* An Internal Complaints Committee (ICC) will be established in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
- \* The ICC will consist of:
  - \* A Presiding Officer (a senior woman employee).
  - \* At least two members from among employees .
  - \* At least 50% of the ICC members will be women.

##### **5.2 How to Report:**

- \* Complaints of sexual harassment should be submitted in writing to any member of the ICC.



- \* Complaints must be made within three months of the incident. The ICC may extend this period if it is satisfied that there were circumstances that prevented the individual from filing the complaint within the prescribed period.
- \* Complaints can also be reported anonymously, although this may limit the investigation process.

## **6. Investigation Procedures:**

### **6.1 Preliminary Inquiry:**

- \* Upon receiving a complaint, the ICC will conduct a preliminary inquiry to determine if the complaint falls within the scope of sexual harassment.
- \* If it does, the ICC will proceed with a formal investigation.

### **6.2 Formal Investigation:**

- \* The ICC will conduct a fair, unbiased, and confidential investigation, interviewing the complainant, the respondent, and any witnesses.
- \* Both parties will have an opportunity to present their case, provide evidence, and respond to allegations.
- \* The investigation will be completed within 90 days of receiving the complaint.

### **6.3 Findings and Recommendations:**

- \* The ICC will prepare a report with its findings and recommendations within 10 days of completing the investigation.
- \* If sexual harassment is found to have occurred, the ICC will recommend appropriate disciplinary action to the school management.

## **7. Disciplinary Actions:**

- \* Depending on the severity of the offense, disciplinary actions may include:
  - \* Verbal or written warnings.
  - \* Suspension or demotion.
  - \* Termination of employment or expulsion.
  - \* Filing of a police report or legal action, if necessary.



## **8. Confidentiality:**

- \* All information related to complaints, investigations, and resolutions will be kept confidential.
- \* Disclosure of information will be limited to those involved in the investigation or resolution of the complaint, unless required by law.

## **9. Protection Against Retaliation:**

- \* The organization strictly prohibits any form of retaliation against individuals who report sexual harassment or participate in investigations.
- \* Retaliation will be treated as a serious violation and will result in disciplinary action.

## **10. Awareness and Training:**

- \* Regular training sessions and awareness programs will be conducted for all employees, staff, and students to sensitize them about sexual harassment and the importance of maintaining a respectful environment.

## **11. Review and Amendment:**

- \* This policy will be reviewed annually by the Governing Body and the ICC to ensure its effectiveness and compliance with legal requirements.
- \* Amendments may be made as necessary to address new challenges or changes in the law.

## **12. Grievance Redressal:**

- \* Employees and students are encouraged to report any concerns or grievances related to this policy directly to the ICC or the school management.
- \* The ICC will address grievances promptly and impartially, ensuring fairness to all parties involved.

