

## THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE




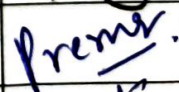

### (PREVENTION PROHIBITION AND REDRESSAL) ACT 2013/POSH ACT 2013

An act to provide protection against sexual harassment of women at the workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

All women have equal access to work in an environment that is safe, protective, and conducive to their overall development. To deal with sexual abuse cases at the workplace, the government has brought in a special law, namely, **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013/ Posh Act, 2013**. The act has come into force with effect from 2013.

The **Swarnprastha Public School Internal Complaints Committee** consisting of a presiding officer, the Head of the Department one Lady Member (Manager), one lady Member, and one Lady Member (from an NGO / Psychologist / Lawyer) has been set up to serve as complaints and redressal body. An improved response system and alert administrative machinery have also been set up to take immediate action on the reported case of misbehavior.

A committee consisting of the following members has been constituted for ensuring a safe secure and supportive environment for women. It is constituted to enquire into the complaints received the against any complaint of sexual harassment at the workplace. The following are the members of the sexual harassment committee: -

Sno.	Name of Member	Designation in the Committee	Remarks	Signature
1	Mr Mahesh Pandey	Presiding Officer	Administrative Officer	
2	Mr SP Singh	Head of the Department	Headmaster	
3	Ms Megha Kaushik	Lady Member	Headmistress, Junior Wing	
4	Ms Prerna Dixit	Lady Member	School Counsellor	
5	Ms Sumeet Kaur	Lady Member	Pre Primary Coordinator	

This Swarnprastha Public School internal complaints committee will look into the following functions under the guidance of the undersigned: -

- Any complaint of sexual abuse, whether received through Dropbox or otherwise needs to be acted upon immediately to the complaint suggestion box placed at the school.
- Managing the provision for CCTV cameras made in school premises at all strategic places along with the warning.
- Ensuring and promoting a harmonious school/classroom environment and inclusiveness.
- Taking up age-appropriate initiatives to create awareness about sexual exploitation and to ensure that all women employees are aware of their rights and responsibilities towards themselves.
- Conducting capacity and skill-enhancing seminars for women employees.
- Aiding the employee in filing a complaint against the accused and helping her in taking legal action, including a criminal measure. (The employer may also choose to initiate a complaint against the accused if the women's employer desires).
- Organizing workshops and awareness programs at regular intervals for sensitizing the employees to the provision of the Act and orientation programs for the members of the Internal Committee.
- Treating sexual harassment as a misconduct under the service rules and initiate action for such misconduct.

  
Mr. Rohit Panda  
Principal