



Swarnprastha Public School
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**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 workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

All the women have an 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, Head of the Department, one Lady Member (Manager), one Lady Member, one Lady Member (from NGO/ Psychologist/ Lawyer) has been set up to serve as complaints and redressal body w.e.f 1st April 2019 for the period of three years and is revised every three years. The new committee has been set up on 1st April 2025. An improved response system and alert administrative machinery has also been set up to take immediate action on reported cases of misbehavior.

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

| Sno. | Name Of Member | Designation in the Committee | Remarks |
|------|-------------------|------------------------------|---------------------------------|
| 1 | Mr Mahesh Pandey | Presiding Officer | Administrative Officer |
| 2 | Ms. Megha Kaushik | Head of the Department | Headmistress (Classes 3 - 8) |
| 3 | Ms. Anna Aggarwal | Lady Member (Manager) | Primary Teacher |
| 4 | Ms. Sumeet Kaur | Lady Member | Coordinator (Nursery - 2) |
| 5 | Ms. Saavi | School Counsellor | Counsellor |

The 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 the drop box or otherwise needs to be acted upon immediately through 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 employers are aware of their rights and responsibilities towards themselves.
- Conducting capacity and skill-enhancing seminars for the women employers.

- Aiding the employee in filing a complaint against the accused and help her in taking a legal action, including a criminal measure. (The employer may also choose to initiate a complaint against the accused if the woman employer desires).
- Organizing workshops and awareness programs at regular intervals for sensitizing the employees with the provisions 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.


Principal