



SRI RAMAKRISHNA DENTAL COLLEGE & HOSPITAL

(ISO 9001:2015 CERTIFIED ORGANIZATION)

(Educational Service : SNR Sons Charitable Trust)

Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.
Recognised by Dental Council of India, New Delhi.



INSTITUTIONAL POLICY ON GENDER SENSITISATION AND PREVENTION OF SEXUAL HARASSMENT

PREAMBLE

SRDC & H is committed to ensure an equitable workplace for all that is free from any form of sexual harassment.

The organization strives to create a working environment conducive to all gender and states that any form of sexual harassment infringes on the rights of the individual. It firmly believes and reiterates the principles embedded in the Constitution of India towards equal rights, right to dignity and right to practice any profession [Articles 14, 15, 19(1)(g), 21, 39, 51A].

Sexual harassment is condemned by International organisations such as the International Labour Organisation, the United Nations and other conventions. The Honorable Supreme Court of India identifies sexual harassment as offensive to fundamental human rights. Guidelines against sexual harassment have been adopted by the Government of India (CEDAW, 1993; Vishaka Guidelines; The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013).

SRDC & H complies with the Prevention of workplace Sexual harassment Act (2013) and shows zero tolerance to offences of sexual harassment. In conformance with this Act SRDC&H adopts this policy in order to strictly enforce conventions that will nullify sexual harassment and provide a framework for effective reprimand and redressal of the same. SRDC&H recognizes the grave nature of complaints of sexual harassment and their threat to individual, working environment and societal well-being. Any violation in this regard will elicit strict disciplinary action as per guidelines. SRDC&H requires all people to make sure that they maintain mutual respect and positive regard towards each other.

OBJECTIVES

SRDC&H aims to create a safe and equitable workplace environment that will foster and facilitate efficient work capabilities. Any disruption in this regard contributes to impairing the tone of the workplace and individual dignity will not be tolerated.

1. To create a gender neutral work conducive to human rights and work performance
2. To frame a lucid protocol for the prevention, prohibition and redressal of any instances of sexual harassment within the institution.



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SCOPE

The policy is adopted by the institution and the regulations will consequently apply to all complaints made by

1. All employees and students of SRDC&H. “Employee” for the purpose of this policy, means any person employed at the workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied and includes a co-worker, a contract worker, contractor, consultant, practitioner, trainee, apprentice or called by any other such name.
2. All associated members such as outsiders against employee(s)/ students of SRDC&H.

POLICY STATEMENT

1. Employees and students will maintain high standards of dignity, respect and positive regard for one another in all their dealings.
2. All SRDCH employees and students will understand and appreciate the rights of the individual to be treated with dignity.
3. Employees and students are at all times, required to maintain a work environment which is free from any kind of harassment.
4. Employees and students will refrain from committing any acts of sexual harassment at workplace and allegations will be dealt with seriously, expeditiously, sensitively and with confidentiality.
5. Complaints will be protected against victimization, retaliation for filing or reporting a complaint in sexual harassment and will also be protected from false accusations.

WHAT CONSTITUTES SEXUAL HARASSMENT?

All behavior that directly or indirectly threatens the dignity of women as specified under Section 2 in the ‘Handbook on Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act,



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2013 by the Ministry of Women and Child development (November, 2015), Government of India will be considered as sexual harassment.

RESPONSIBILITIES

1. **Employee:** The employee has a responsibility to report or complain about the situation as soon as possible to the Gender Sensitisation Committee against Sexual Harassment (GSCASH)
2. **Gender Sensitisation and Committee against Sexual Harassment :** The GSCASH will expedite the mechanism of redressal for the complaint in a confidential, time-bound, humane and just manner, always in line with the directives laid by the 'Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. The report of the activities of the committee will be submitted annually.
3. **Management** – The management will monitor and facilitate stringent enforcement of the Prevention of Sexual harassment at workplace Act. The management will take steps to ensure the unbiased framing and functionality of the GSCASH and follow the recommendations of the GSCASH towards implementation of redressal and punitive measures. Steps must be taken for promoting awareness of the college policy, Gender Sensitisation Committee against Sexual Harassment and the mechanism available for complaints and periodical training of the GSCASH members.

GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

A Gender Sensitisation Committee Against Sexual Harassment has been formed as per statutory guidelines with not less than one half of the members being women. The members are nominated and appointed for a tenure of three years in a transparent manner. The Committee is headed by a Chairperson who is a senior member of the organisations. In order to ensure fairness, an external member who is familiar with the issue of sexual harassment is part of the committee.

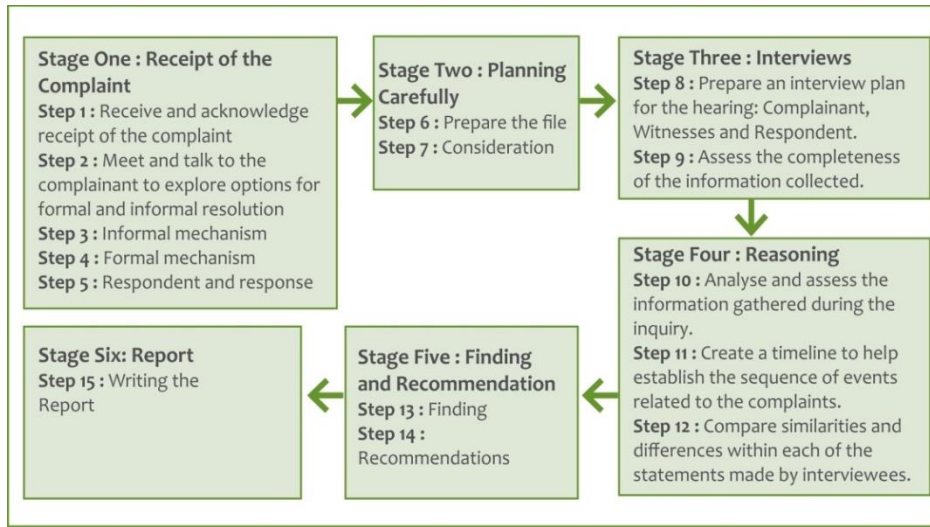


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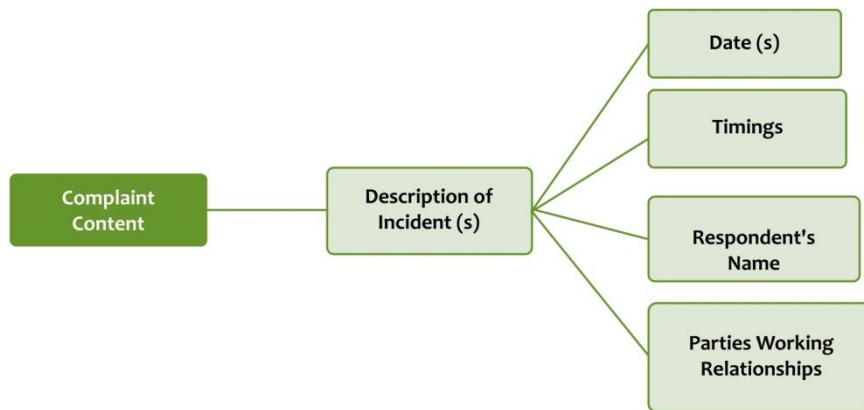
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REPORTING OF GRIEVANCE:

Any employee, student or any other person included under the scope of this policy will have the right to lodge a complaint concerning sexual harassment against a student or the employee of the institute by writing a letter, mailing the committee or putting the complaint in the Principal's office.



The Committee may decide to uphold the complaint or dismiss it. In case of the complaint being upheld, actions are instituted based in the organization's service rules and policy. The complaints committee may also recommend financial compensation, counseling and support to the complainant.



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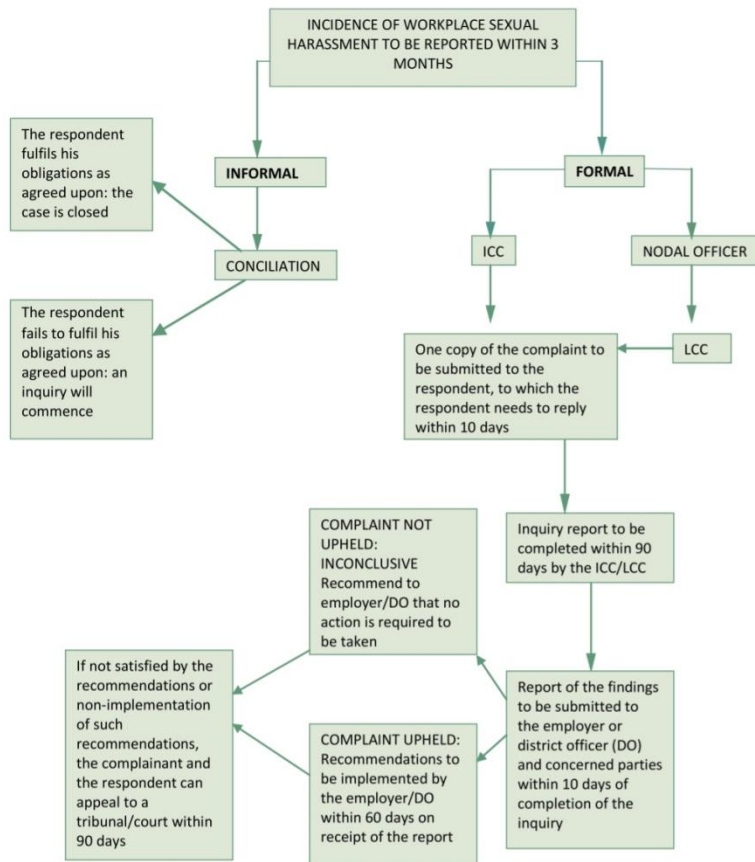
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PROCEDURE FOR COMPLAINTS

INQUIRY PROCESS AT A GLANCE





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Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization to receive and manage complaints. The complaint is reviewed for clarity and in context with the service rules, the Vishaka guidelines and the Prevention of Workplace Sexual Harassment Act, 2019. The options for resolving the issue can either be informal or formal and the complaint is carried out by the GSCASH and may include reprimand, warning and/or counseling the respondent. If favorable, the conciliation must be recorded and forwarded. The GSCASH may also suggest taking the formal route after adjudging the severity of the offence. The choice of a formal process rests with the complainant.

On deciding upon a formal process, the GSCASH notifies the respondent of the complaint filed against him/her within a period of seven days. The respondent can reply in writing within a time frame of 10 days of being intimidated regarding the complaint. The GSCASH is obligated to plan for the enquiry and resolution of the complaint in a fair and confidential manner according to the Handbook on Sexual Harassment of Women at Workplace by the MOWCD, 2015. The required documentation is done and interviews are conducted. The GSCASH evaluates the evidences related to the complaint, under the guidelines of the Act and arrives at a finding of upheld, not upheld or inconclusive regarding the complaint.



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If the GSCASH is unable to uphold the complaint, no action is recommended. If the GSCASH finds insufficient grounds to uphold the complaint, the GSCASH recommends action as per the service rules, and recommends financial recompense if deemed necessary. The GSCASH may further recommend practices to address the underlying causes that led to the complaint. The GSCASH will prepare a final report that contains a description of the different aspects of the complaint, the process followed, a description of the background information and documents that support or refute each aspect of the complaint, an analysis of the information obtained, findings as stated above and recommendations. The Complaint has to be resolved within 90 days of filing the complaint and the report submitted to the Employer within 10 days thereafter. Copies of the same may be made available to the concerned parties.

PENALTY

Section	Offence	Punishment
354	Outraging the modesty of a woman	Simple/ Rigorous Imprisonment for a term which shall not be less than one year but which may extend to five years and fine
354(A)	Sexual Harassment by a man 1) Physical contact and advances involving unwelcome and explicit sexual overtures 2) A demand or request for sexual favours 3) Forcibly showing pornographys against the will of a woman 4) Making sexually coloured remark	Offences (i) (ii) and (iii) are punishable with rigorous imprisonment for a term which may extend to three years or with fine or with both Offence (iv) is punishable with simple/ rigorous imprisonment for a term which may extend to one year or with fine or with both
354(B)	Assault or use of criminal force to woman with intent to describe	Simple/ Rigorous imprisonment for a term which shall not be less than three years but which may extend to seven years and fine



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354(C)	Voyeurism	First conviction: simple/ rigorous imprisonment for a term which shall not be less than one year but which may extend to three years and fine Second or subsequent conviction: Simple/ Rigorous imprisonment for a term which shall not be less than three years but which may extend to seven years and fine
354(D)	Stalking	First conviction: simple/ rigorous imprisonment for a term which may extend to three years and fine Second or subsequent conviction: simple/ rigorous imprisonment for a term which may extend to five years and fine
376 376(B,C)	Sexual Assault	7 years to life rigorous imprisonment with fine
376 (A)	Sexual Assault and inflicting injury causing death or persistent vegetative state	20 years rigorous imprisonment with fine
376(D)	Sexual Assault by gang	20 years to life rigorous imprisonment with fine
376(E)	Repeat Offenders	Imprisonment for Life
509	Insulting the modesty of a woman	Simple imprisonment for a term which may extend to three years and fine

REDRESSAL AND PROTECTION OF THE COMPLAINANT:

The recommendations of the Gender Sensitisation Committee Against Sexual Harassment are to be enforced within a period of 60 days of the report. The complainant has the right to confidentiality and steps to subvert the victimization of the complainant must be taken. Retaliation measures and discriminatory behaviors are to be prevented.

The Gender Sensitisation Committee Against Sexual Harassment of SRDCH for the Prevention of Sexual Harassment of women at Workplace is hereby constituted as follows in accordance with the Prevention of Sexual Harassment of Women at Workplace Act, 2013. Written and confidential complaints may be handed over to the members of GSCASH for further action.



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GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

FACULTY	DESIGNATION AND DEPARTMENT
Dr L.Deepanandan	Principal/ Professor and HOD , Oral and Maxillofacial Surgery
Dr S.Karthikeyani	Professor and HOD, Pediatric Dentistry
Dr J. Srihari	Professor, Periodontics
Dr R.Bharathan	Reader, Pediatric Dentistry
Mr P.S.Radhakrishnan	Administrative Officer
Mrs Sharmila	Legal Advisor
Miss Jagadeeswari	Girls Hostel Supervisor
Dr Menaka T	PG Representative
Miss S. Sivagami Nachiyar	CRI Representative
Miss Smitha K Preman	IV year UG Students Representative
Miss Jenisha Shine R	III year UG Students Representative
Miss Suthiksha Sri CR	II year UG Students Representative
Miss Shridhula S	I year UG Students Representative