



Sexual Harassment of Women at Workplace- act 2013

Prevention, prohibition and Redressal

1. INTRODUCTION

Vasishtha Genesis School, established in 2015, is a co-educational institution offering education up to Grade XII, with a student strength of over 1,700. The school is committed to providing a safe, respectful, inclusive, and dignified environment for all its employees and students.

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the school has constituted an Internal Committee (IC) to prevent and address incidents of sexual harassment at the workplace and to ensure appropriate redressal of complaints lodged by women employees.

The Committee shall function in accordance with the provisions of the Act and the applicable rules, with a focus on Prevention, Prohibition, and Redressal of sexual harassment. It shall promote awareness, safeguard confidentiality, ensure a fair and impartial process for handling complaints, and work towards maintaining a safe and harassment-free working environment.

Internal Committee (IC)

SN	Name	Designation	Contact
1	Mr. Shakti Singh Rathore- Principal	Chairperson	8476030985
2	Ms. Manjari Deshpande (Headmistress)	Female staff	8149175428
3	Mr. Dhaval Kher	Teaching staff	8866262857
4	Ms. Priyanka Rani	Teaching staff	8469522926
5	Ms. Mudrika	Non-Teaching staff	9925159182
6	Ma. Prem Patel	Student Representative	-
7	Ms. Udit	Student Representative	-
8	Ms. Manisha Patel	Parent	9714832599



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2. COMMITTEE AGAINST SEXUAL HARASSMENT

Vasishtha Genesis School is committed to upholding the principles of gender equality, dignity, mutual respect, and a safe learning and working environment for all. In accordance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, and the applicable legal provisions and guidelines, the school recognises the importance of preventing and addressing sexual harassment at the workplace.

The school shall take appropriate measures to prevent sexual harassment, prohibit all forms of such misconduct, and provide a fair and effective redressal mechanism for complaints. The Internal Committee (IC) shall work towards creating awareness, promoting gender sensitivity, safeguarding confidentiality, and ensuring that complaints are handled promptly, impartially, and in accordance with the law.

Through awareness programmes, clear reporting procedures, and appropriate preventive measures, Vasishtha Genesis School endeavours to foster a culture of respect, equality, accountability, and zero tolerance towards sexual harassment, thereby safeguarding the dignity and well-being of its employees.

3. OBJECTIVES

The Internal Committee (IC) of Vasishtha Genesis School aims to achieve the following objectives:

- 1. Prevention of Sexual Harassment:** To prevent sexual harassment and gender-based discrimination by promoting gender equality, mutual respect, and a safe and dignified environment for all employees.
- 2. Prohibition of Sexual Harassment:** To establish and communicate a clear policy of zero tolerance towards sexual harassment and to ensure that all employees are aware of the school's rules, reporting procedures, and applicable legal provisions.
- 3. Redressal of Complaints:** To receive, examine, and address complaints of sexual harassment in a fair, impartial, confidential, and time-bound manner, in accordance with the provisions of the POSH Act, 2013, and to recommend appropriate action wherever required.
- 4. Support for Aggrieved Women:** To ensure that women who report sexual harassment are treated with dignity and provided appropriate support, without fear of victimisation or retaliation.



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5. **Awareness and Sensitisation:** To organise orientation programmes, workshops, and seminars for employees to promote awareness of sexual harassment, gender sensitivity, professional boundaries, and respectful workplace behaviour.
6. **Promotion of a Safe Workplace:** To encourage employees to report concerns without fear and to foster a culture of accountability, equality, and respect throughout the school.
7. **Periodic Review and Compliance:** To review preventive measures and complaint-handling procedures periodically to ensure compliance with applicable legal requirements and to strengthen the school's commitment to a harassment-free workplace.

4. PROCEDURE FOR FILING AND REDRESSAL OF COMPLAINTS

1. Any woman employee who experiences sexual harassment at the workplace may submit a complaint to the Internal Committee (IC) of Vasishtha Genesis School.
2. A complaint may be submitted in writing or by email to the official contact details notified by the school. If the complainant is unable to submit the complaint in writing, the Presiding Officer or a Committee member shall provide reasonable assistance in documenting it.
3. The complaint should include the details of the incident, the date and place, the name of the person complained against, and any supporting documents or witness details, wherever available.
4. A complaint under the POSH Act should ordinarily be made within three months of the incident, or, in the case of a series of incidents, within three months of the last incident. The Committee may extend this period by up to a further three months for reasons recorded in writing, as permitted by law.
5. The Committee shall acknowledge and process the complaint in accordance with the applicable law and prescribed procedure.

5. Anonymous Reporting and Grievances

1. The school may provide a confidential grievance drop box at a designated location for reporting concerns relating to inappropriate behaviour, harassment, or workplace safety.
2. Employees may also report concerns through the school's designated reporting channel.



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complete a formal inquiry under the POSH Act. The Committee may assess the available information and take appropriate steps within its authority.

4. The identity of the complainant, the respondent, and witnesses, along with details of the complaint and inquiry proceedings, shall be kept confidential in accordance with the law.

Important: An anonymous grievance box is an additional reporting facility; it does not replace the formal complaint procedure prescribed under the POSH Act.

6. Conduct Covered Under Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour of a sexual nature, whether direct or implied. Examples include, but are not limited to:

1. Unwelcome physical contact or advances.
2. A demand or request for sexual favours.
3. Sexually coloured remarks, comments, jokes, or innuendos.
4. Showing or sharing sexually explicit or pornographic material.
5. Unwelcome verbal, non-verbal, physical, or electronic conduct of a sexual nature.
6. Unwelcome sexual gestures, propositions, or pressure.
7. Stalking, repeated unwanted communication, or inappropriate personal attention of a sexual nature.
8. Sexually offensive messages, images, or content shared through digital platforms.
9. Threats, blackmail, or coercion of a sexual nature.
10. Unwelcome touching, brushing against a person, or physical intimidation of a sexual nature.
11. Gender-based insults or remarks when they form part of sexual harassment or related misconduct.
12. Any other unwelcome conduct of a sexual nature falling within the scope of the POSH Act.

The above examples are illustrative and do not limit the scope of conduct that may constitute sexual harassment under applicable law.



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7. Procedure for Dealing with Complaints

A. Receipt and Preliminary Processing

1. A complaint may be submitted to the Presiding Officer or any member of the Internal Committee.
2. The Committee shall record and process the complaint confidentially and in accordance with the prescribed procedure.
3. The complainant shall be informed about the procedure and the support available.
4. Where appropriate and legally permissible, the Committee may explore conciliation at the written request of the aggrieved woman. Monetary settlement shall not be made the basis of conciliation.
5. If conciliation is not requested or does not result in a settlement, the Committee shall proceed with the inquiry as required by law.

B. Inquiry Process

1. The Committee shall follow the procedure prescribed under the POSH Act, the applicable Rules, and the principles of natural justice.
2. A copy of the complaint shall be provided to the respondent in accordance with the prescribed timeline, and the respondent shall be given an opportunity to submit a reply and supporting evidence.
3. Both parties shall be given a fair opportunity to present their statements, evidence, and relevant witnesses.
4. The Committee shall examine relevant documents, statements, and other available evidence impartially.
5. The complainant, respondent, and witnesses shall not be subjected to intimidation, threats, pressure, or retaliation for participating in the process.
6. The Committee may recommend appropriate interim relief, as permitted by law, upon a written request from the aggrieved woman. Such relief may include transfer or additional leave, where applicable.
7. The inquiry shall ordinarily be completed within 90 days. The Committee shall submit its findings to the employer or the appropriate authority within 10 days of completing the



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8. All records, statements, evidence, and reports shall be maintained securely and confidentially.

C. Decision and Action

1. Upon completion of the inquiry, the Committee shall determine whether the allegations are substantiated on the basis of the evidence and the applicable procedure.
2. If the allegations are not proved, the Committee shall make recommendations in accordance with the Act.
3. If the allegations are proved, the Committee shall recommend appropriate action in accordance with the applicable service rules and law.
4. Depending on the findings and applicable rules, action may include:
 - Written warning, reprimand, or censure.
 - Written apology, where appropriate and legally permissible.
 - Counselling or other corrective measures, where appropriate.
 - Withholding of promotion, pay rise, or increments, where legally applicable.
 - Any other disciplinary action prescribed under the applicable service rules, including termination of employment where warranted.
 - Compensation to the aggrieved woman, where recommended and determined in accordance with the Act.
5. The employer shall act on the Committee's recommendations within the period prescribed by law.
6. Both parties shall be informed of the findings in accordance with the applicable procedure.
7. No person shall face retaliation for making a complaint in good faith, participating in an inquiry, or providing relevant information.

8. Confidentiality

Vasishtha Genesis School shall maintain confidentiality regarding complaints, the identities of the parties and witnesses, inquiry proceedings, recommendations, and action taken, in accordance with the POSH Act. Information shall not be disclosed except as permitted or required by law.



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9. Complaints Involving Students

The POSH Internal Committee is intended to address workplace complaints falling within the scope of the Act. Complaints involving girl students shall be dealt with through the school's child-protection procedures and applicable provisions of the Protection of Children from Sexual Offences (POCSO) Act, 2012, including reporting requirements where applicable.

10. DISCIPLINARY ACTION

A. In Cases Involving Employees and Management

Where an allegation of sexual harassment against an employee or a person associated with the school's management is established, appropriate disciplinary action may be recommended in accordance with the findings of the Internal Committee, applicable service rules, and the provisions of the law. Depending on the circumstances and severity of the misconduct, such action may include one or more of the following:

1. Written warning, reprimand, or censure.
2. Written apology, where appropriate and legally permissible.
3. Adverse entry in the service record or performance appraisal, where applicable.
4. Removal from supervisory or other designated responsibilities, where appropriate.
5. Denial of re-employment, where legally permissible.
6. Withholding of increments or promotion, where permitted under applicable service rules.
7. Reversion or demotion, where legally permissible.
8. Transfer, where appropriate and consistent with applicable rules.
9. Suspension or termination of employment, as permitted by law and applicable service rules.
10. Any other appropriate disciplinary measure prescribed by the applicable rules and law.

B. In Cases Involving Students

Where misconduct by a student is established, the school shall take appropriate action in accordance with its student discipline policy, the nature and severity of the incident, the student's age, and applicable laws. Depending on the circumstances, disciplinary measures may include:

1. Formal warning and counselling



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3. Restriction from participating in specific school activities, where justified.
4. Temporary suspension from school, in accordance with applicable rules and law.
5. Removal from positions of responsibility or student leadership.
6. Other proportionate disciplinary measures consistent with the school's policies and applicable law.

Any action involving a student shall prioritise safety, dignity, fairness, and the best interests of the child. Measures such as withholding examination results, debarring a student from examinations, expulsion, or denial of admission shall not be imposed automatically and may be considered only where legally permissible and consistent with applicable education rules and child-protection requirements.

Where an allegation involves a child, the school shall follow the applicable child-protection and POCSO procedures, including mandatory reporting requirements wherever applicable. Student-related matters shall not be treated as a substitute for the statutory workplace complaint mechanism under the POSH Act.

11.. CONCLUSION

Vasishtha Genesis School is committed to ensuring a safe, respectful, and secure environment for all its employees and students, with particular emphasis on protecting the dignity and well-being of women employees and girl students.

The Internal Committee shall oversee the implementation of the school's workplace sexual harassment policy, promote awareness, facilitate the fair and confidential redressal of complaints, and review preventive measures periodically in accordance with applicable law.

The school reserves the right to review, update, and amend this policy as necessary to maintain its relevance and effectiveness, provided that any changes remain consistent with applicable legal requirements. Through these measures, Vasishtha Genesis School seeks to foster a culture of gender equality, mutual respect, accountability, and zero tolerance towards sexual harassment.




Principal
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