

SEXUAL HARASSMENT POLICY OF GENESIS GLOBAL SCHOOL

Objective:

- Genesis Global School believes in providing a safe and protective environment against sexual harassment at the workplace to all its employees (permanent and contractual) and scholars.
- To provide a streamlined procedure/rules and regulations to deal with any Sexual Harassment cases.
- Creating awareness about sexual harassment by workshops, publications etc.

Scope and effective date:

This policy extends to all the students and employees of the school and is deemed to be incorporated in the service conditions and has come into effect from July 2013.

What is sexual harassment:

- Physical contact and advances ;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.

Internal Complaints Committee:

1. Ms. Seema Hanvey (Chairperson)
2. Ms. Neeti Bhalla (Co-Chairperson)
3. Mr. Ajay Singh (Dean of Residence)
4. Ms. Deepika Bharatiya Tak (Teacher)
5. Ms. Jyotsna Batra (Social Development Officer)
6. (External NGO member)

A quorum of 3 members is required to be present for the proceedings to take place. The quorum should include at least 2 female members. Depending on the circumstances, one member from the complainant's department can be co-opted for the proceedings.

Options for filing complaints:

The complainant can file their complaints with:

- Any member from the Internal Complaint Committee.
- Their immediate supervisor/ Class Teacher.
- Head Boy or Head Girl.

Grievance procedure:

- The ICC will maintain a register to endorse the complaints and keep the name and contents of the complaints in confidence.
- ICC will hold a meeting with the complainant within 10 days of receiving the complaint.
- A copy of the complaint will be given to the respondent (alleged accused) so that he/she is given opportunity to prove himself/herself innocent and thereafter an inquiry will be conducted.
- Examination of the witnesses if any.
- Statement of the respondent.
- Cross examination if required.
- Defence witnesses to be examined (if any).
- Site inspection (if any).
- Confrontation
- Disciplinary proceedings.
- ICC will send the compiled report to the senior management team for further actions.

Redress:

The SMT would penalize the respondent if found guilty depending on the recommendations from ICC.

The penalties could be as follows:

- Warning.
- Written apology.
- Bond of good behaviour.
- Adverse remarks in the Confidential Report.
- Stopping of increments/promotion.

- Transfer.
- Suspension.
- Dismissal/ Termination.
- If the SMT deems fit, the case could be transferred to the Police.