

## **Annexure G**

### **Duties of Employer**

The Employer shall:

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments and the order constituting the ICC;
- (c) formulate and widely disseminate an internal policy for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote a gender sensitive safe space and remove underlying factors that contribute towards a hostile work environment against women;
- (d) carry out employees awareness programmes and create forums for dialogues which may involve any other body as may be considered necessary
- (e) use modules developed by the State Government to organise and conduct workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act
- (f) carry out orientation programmes and seminars for the members of ICC;
- (g) conduct capacity building and skill building programmes for the Members of the ICC.
- (h) Declare the names and contact details of all the Members of the ICC.
- (i) provide necessary facilities to ICC for dealing with the Complaint and conducting an inquiry;
- (j) assist in securing the attendance of Respondent and witnesses before the ICC
- (k) make available such information to the ICC from time to time as it may require having regard to the Complaint;
- (l) provide assistance to the Complainant if she chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- (m) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the Complainant so desires,

where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

- (n) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (o) monitor the timely submission of reports by the ICC ;
- (p) take all steps necessary and reasonable to assist the Complainant in terms of support and preventive action, where sexual harassment occurs at a workplace as a result of an act or omission by any third party or outsider;
- (q) Include in its annual report number of cases filed, if any, and their disposal under this Policy;
- (r) Shall remove any member/s of ICC, if the member :
  - i. contravenes confidentiality provisions stated in the Policy; or
  - ii. has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
  - iii. has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
  - iv. has so abused his/her position as to render his/her continuance in office prejudicial to the public interest.
- (s) On occurrence of vacancy / removal of any member of ICC, fill in such vacancy by fresh nomination.