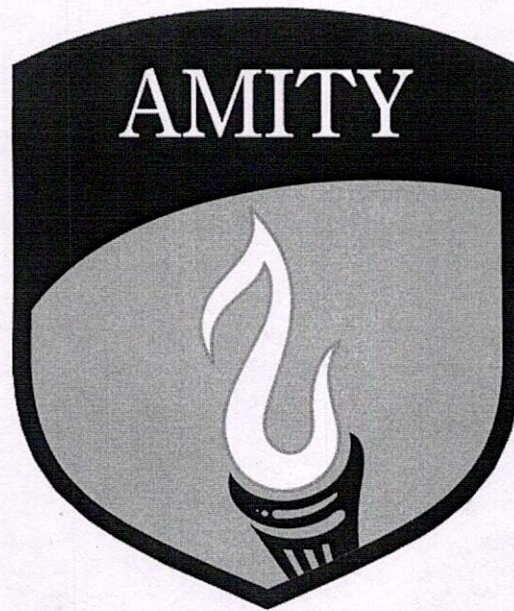


# AMITY UNIVERSITY MADHYA PRADESH



**Policy Guidelines for  
Prevention of Sexual Harassment  
& Grievance Redressal Mechanism  
(Total 06 Pages)**

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# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/Policy/287

Date : 06.09.2016

## **Process for Prevention of Sexual Harassment and the Redressal Mechanism**

### **I) INTRODUCTION :**

In Compliance with the mandate of the Hon'ble Supreme Court of India, AUMP proposes to adopt this procedure to prevent prohibit and punish sexual harassment of women at the workplace.

### **II) STATEMENT OF PURPOSE :**

The purpose of formulating this SOP is to inform the students and employees about

- a) What constitutes Sexual Harassment
- b) Define Procedures to prevent Sexual Harassment
- c) Lay down steps for filling a complaint of Sexual Harassment.
- d) Policy
- e) Procedure
- f) Constitution of Committee and ICC
- g) The Conclusion :

### **III) PROCEDURE :**

These guidelines are issued for the general information of all students and employees admitted at Amity University Madhya Pradesh for Prevention of sexual harassment and share with them the mechanism for grievance redressal.

### **IV) COMMITMENT :**

The University is committed to providing a work environment that ensures every woman student and employee is treated with dignity and respect within the campus.

The University is also committed to promoting an environment that is conducive to the professional growth of its woman employees/students and encourages equality of opportunity.





The University will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women students /employees are not subjected to any form of harassment.

**V) SCOPE:**

The policy applies to all students and all categories of employees of the University, including permanent, temporary and employees of contract.

**VI) DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

- a. Unwelcome sexual advances (verbal, written or physical)
- b. Demand or request for sexual favours.
- c. Any other type of sexually oriented conduct.
- d. Verbal abuse or 'joking' that is sex oriented.
- e. Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating hostile or offensive work environment and/or employment and/or submission or rejection of the conduct used as a basis for making decisions.

**VII) RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:**

All employees and students of University have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees and students are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

**VIII) COMPLAINT MECHANISM:**

Whether or not such a conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of "CASH" (Committee Against Sexual Harassment) has been created in the University for time-based redressal of the complaint made by the victim.

**IX) CASH:**

The University has instituted a CASH for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

Initially, and till further notice, the CASH will comprise of the following 07 members





- a. A woman as its chairperson Members of Faculty
- b. Members of Management
- c. One External Member

The complaints Committee is responsible for:

- Investigating every formal complaint of sexual harassment.
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- Discouraging and preventing sexual harassment.

**X) PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:**

The University is committed to providing a supportive environment in which to resolve concerns of sexual harassment as under:

1. The complainant will lodge a formal complaint with the Chairperson or one of the members of the CASH at the earliest opportunity.
2. Such complaints will be normally addressed within 03 working days.
3. The Committee will investigate the case and forward its findings and recommendations to the Registrar/ Vice Chancellor / Pro Chancellor
4. The decision of the Pro Chancellor in all such matters will be final.
  - (i) Corrective action may include any of the following:
    - a. Formal apology
    - b. Counseling
    - c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
    - d. Suspension or termination or services of the employee found guilty of the offence.
  - (ii) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

**XI) CONFIDENTIALITY:**

The University understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.





**XII) ACCESS TO REPORTS AND DOCUMENTS:**

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the University except where disclosure is required under disciplinary or other remedial process.

**XIII) PROTECTION TO COMPLAINANT / VICTIM:**

The University is committed to ensuring that no person who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The University will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

**XIV) CONCLUSION:**

In conclusion the University reiterates its commitment to providing its employees & students a workplace free from harassment/discrimination and where everyone is treated with dignity and respect.

  
Registrar  




**Form of Grievance Redressal on Sexual Harassment**

Date:

Name of the Employee : \_\_\_\_\_

ID No. : \_\_\_\_\_ Designation \_\_\_\_\_

Department/ Section \_\_\_\_\_

Whether it is first grievance or that it

Has already been dealt with : \_\_\_\_\_

**Present Grievances :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relief Sought for :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature**