



21 June 2024

### **POLICY FOR SEXUAL HARRASEMENT**

This policy typically outlines the guidelines and procedures to prevent and address incidents of sexual harassment within an organization. It typically includes reporting procedures, investigation processes, disciplinary actions and support mechanisms for victims. The policy aims to create a safe and respectful workplace environment for all the students.

Anybody can be a victim of sexual harassment, regardless of their sex or gender identity and that of the offending party.

Sexual harassment can involve one or more incidents that may be physical, verbal, or nonverbal and includes:

- Commenting on somebody's appearance, sexual orientation, or gender in a derogatory or objectifying way, or in a way that makes them uncomfortable.
- Creating or posting sexually offensive materials in the workplace.
- Using obscene comments, gestures, pranks, and jokes that degrade or offend somebody.
- Sending or displaying sexually explicit objects or messages.
- Invading somebody's personal space, for example by touching them inappropriately.
- Threatening, coercing, stalking, or intimidating somebody to pressure them to engage in sexual acts.
- Proposing, demanding, or insinuating sexual favours.
- Sexual assault.

#### **Penalties for Sexual Harassment:**

- Be demoted.
- Receive a written warning.
- Be suspended.
- Get a negative performance review.
- Be transferred to another department or branch if necessary.

#### **Measures**

- Proper Reporting procedure
- Self-defence workshop
- Campaign
- Guidance from the Team
- In-house counselling
- Sick leave
- Wall posters
- Petition Box
- Outreach programs



**DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)**  
(Affiliated to University of Madras)  
45, Landons Road, Kilpauk, Chennai-10



**POWERS OF THE COMMITTEE**

1. The Committee shall have the power to summon witnesses and call for documents or any information from any student.
2. If the Committee has reason to believe that a student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

5.10.2017

