

**SOP/DETAILS OF SEXUAL HARASSMENT COMMITTEE**  
**ODM INTERNATIONAL SCHOOL, DURGAPUR**

**Introduction: -**

1. ODM INTERNATIONAL SCHOOL, DURGAPUR. It is a co-educational institute of up to 8<sup>th</sup> Standard and currently applied for affiliation to CBSE, New Delhi. As on date strength of the school is 21 women employees and 143 girls (students). As per the provisions of **Sexual Harassment of Women at Workplace Act 2013**, it is obligatory for the school to constitute a **Sexual Harassment Committee** for female employees/girls in the school.

2. The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

3. **Members of the Committee: -**

- (a) Principal & Head of Committee: Mrs. Mannu Kapoor
- (b) Teacher: Ms. Sanchari Bit
- (c) Teacher: Ms. Payel Chakraborty
- (d) Teacher: Mr. Sayantan Mondal

4. **OBJECTIVE: -** The objectives of the Committee are:-

(a) Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.

(b) Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming

at ensuring support services to the victimized and termination of the harassment.

(c) Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

5. **PROCEDURE FOR FILING COMPLAINTS:** - Complaint may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.

6. Upon receipt of complaint by any member of committee, the member should forward it to mail. The grieved one may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**PROCEDURE FOR FILING A COMPLAINT/GRIEVANCE WITHOUT REVEALING IDENTITY: -**

7. If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the Counselling room. Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:-

- (a) Physical contact and advances.
- (b) Demand or request for sexual favours.
- (c) Sexually coloured remarks.
- (d) Showing pornography.

8. The following will also be treated as sexual harassment and are covered by the committee:-

- (a) Eve-teasing.
- (b) Unsavory remarks.



- (c) Jokes causing or likely to cause awkwardness or embarrassment.
- (d) Innuendos and taunts.
- (e) Gender based insults or sexist remarks.
- (f) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- (g) Touching or brushing against any part of the body and the like.

### **PROCEDURE FOR DEALING WITH COMPLAINTS**

9. **Filing of a complaint-** If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

10. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

### **PROCESS OF ENQUIRY**

11. The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.

12. The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.

13. The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.

14. During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.

15. The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.

16. The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-

(a) Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

(b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

17. The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

18. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee will share the investigation



details and the findings and agree on the applicable disciplinary action. This may include:-

- (a) Restore any lost terms, conditions or benefits of employment to the complainant.
- (b) Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

### **DECISION AND ACTION**

19. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee members will share the investigation details and the findings thereof with the appropriate functional head and agree on the applicable disciplinary action. This may include some of all of the following :-

(a) In the case of academic/administrative/ technical/ non-teaching staff/ management, disciplinary action could be in the form of one or more of the following:-

- (i) Warning.
- (ii) Written apology.
- (iii) Adverse remarks in the Confidential Report.
- (iv) Denial of re-employment.
- (v) Stopping of increments/promotion.
- (vi) Any other relevant mechanism.

(b) In case of students, disciplinary action could be in the form of:-

- (i) Warning.
- (ii) Written apology.

- (iii) Expulsion.
- (iv) Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way).

**20. Measures Undertaken:-**

- (a) Conduct monthly meeting from class 5 to 8 girls.
- (b) Senior girls are given responsibility to overview other girls in school as well as in bus.
- (c) Lady Co-ordinators are allotted duty during recess time.
- (d) Gents Co-ordinator is allotted duty during assembly and dispersal.
- (e) In special day arrange Orientation class from class 5 to 8 girls.
- (f) For junior girls (class 1 to 4), lady teacher taught them about good touch and bad touch, how to keep them safe from this.
- (g) Lady committee members take information in every week from senior girls and talk with them about their problems.
- (h) Gents Co-ordinators checks the bags of senior boys whether they bring mobile or other things with them or not.

❖ We are blessed that till date no such occurrences took place.

**CONCLUSION**

21. The school will ensure that all women employees and girl students will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it any time.



*Principal*

ODM International School, Durgapur



**Name of Committee Member with Countersigned**

- (a) Principal & Head of Committee: Mrs. Mannu *Mannu*  
Kapoor *Principal*  
ODM International School, Durgapur
- (b) Teacher: Ms. Sanchari Bit *Sanchari Bit*
- (c) Teacher: Ms. Payel Chakraborty *Payel Chakraborty*
- (d) Teacher: Mr. Sayantan Mondal *Sayantan Mondal*

Date: - 21.03.2024

ODM International School, Durgapur



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