



IIMC SEXUAL HARASSMENT COMPLAINTS COMMITTEE

OBJECTIVES

- (i) to enhance equal opportunities for men and women at the workplace;
- (ii) to prevent/ stop/ redress sexual harassment at workplace and
- (iii) to create a hostile/ harassment free, friendly work environment.

WHAT IS SEXUAL HARASSMENT

The term and expression Sexual Harassment shall mean and include all *unwelcome sexually* determined behaviour committed in the work place (whether directly or by implication) such as:

- ✓ 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;
- ✓ Sexual or indecent gestures and indication;
- ✓ Entry into a private place marked for female workers, with the intent to commit mischief and harassment;
- ✓ Taking of photographs of female workers/ staff without permission and converting it into pornographic material and circulating the same by means of electronic media;
- ✓ All such acts and conducts against women workers which amount to offence defined in the Indian Penal Code.

WHO CAN COMPLAIN

- ✓ All employees/ faculty/ students / and people working in the Institute premises either permanent or contractual or visiting, both at Joka campus and City Office.

HOW TO COMPLAIN

A victim of Sexual Harassment must make the complaint in writing. In case the victim is incapacitated and is not in a normal state of mind due to an act of sexual harassment perpetrated, the complaint may be made by the victim's friend and or person accompanying the victim.

All complaints in writing shall be addressed to the Chairperson of the Committee.

Oral Complaints are to be lodged in person or by persons accompanying the victim before the Chairperson. All oral complaints, when made, shall be submitted in writing to the Chairperson or person designated and shall be signed by the victim and person accompanying the victim.

In exceptional cases, third party complaints may be entertained, subject to confirmation by the victim on call.

DISCIPLINARY PROCEEDING

After the enquiry is over, the SHCC will recommend/advice the related disciplinary action. The intensity of disciplinary action will depend upon the degree of offence; it shall correspond with the Institute's Conduct Rules.

The Disciplinary authority shall complete the proceeding and pass its order within 30 days from the date of issuing charge sheet.

APPEAL

- (i) The respective parties will have the right to appeal for reconsideration to the next higher authority.
- (ii) The appeal should be made within 15 days after getting the decision of the SHCC.

CRIMINAL PROCEEDINGS

1. The Institute can make arrangements for appropriate counseling support to the complainant and accused if she/he so requires.
2. The Committee can seek medical, police and legal intervention with the consent of the complainant.

WHOM TO CONTACT

Prof. Annapurna Shaw, Chairperson, IIMC Sexual Harassment Committee, phone: 2467-8300, Ext.195.

Mrs. Mandira Sen, External Expert Member

Ms. Sujata Rathi, Students' Council Representative and Member

Shri B.S. Panda, Senior Administrative Officer and Member, phone: 2467-8300, ext. 240.

Shri Raghu Nath Adhikary, Representative of IIMC Staff and Member, phone: 2467-8300, ext 234.