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SEXUAL HARASSMENT COMMITTEE OF WOMEN AT WORK PLACE

The Scholars Valley Sr. Sec. School, Dhampur is a co-educational Sr. Secondary School affiliated to CBSE, New Delhi. As per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for the school to constitute a Sexual Harassment Committee for female/male employees in the school.

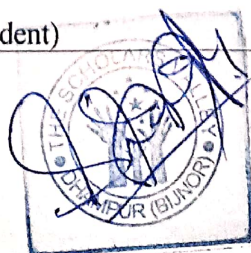
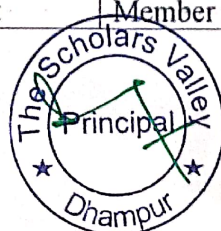
OBJECTIVES OF THE COMMITTEE

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- 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.
- Recommend appropriate punitive action against the guilty party to the Director of the Committee.
- Deal with cases of discrimination and sexual harassment against students and women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.
- Sensitizing employees about sexual harassment issues.
- Conduct workshops on POSCO.

SEXUAL HARASSMENT COMMITTEE MEMBERS

S.N	Name	Designation	E-mail
1.	Mrs. Shailpreet Kaur	Head of the committee	info@thescholarsvalley.com
2.	Ms. Katyani Sharma	Member (PGT)	—
3.	Mrs. Aakansha Saklani	Member (TGT)	—
4.	Ms. Vidhi Ruhela	Member (PRT)	—
5.	Mrs. Prem Lata	Member (TGT)	—
6.	Mrs. Aruna Gulati	Member (PGT)	—
7.	Harshita Upadhyay	Member (student)	—
8.	Shweta Rajput	Member (student)	—



PROCEDURE FOR FILING COMPLAINTS:-

Complaint may be oral, by email info@thescholarsvalley.com or in writing. If the complaint is oral, it will be converted into a written form by the Sexual Harassment Committee member who received the complaint and authenticated by the complainant under his/her signature as soon as possible.

Upon receipt of complaint by any member of committee, the member should forward it to info@thescholarsvalley.com. The grievor may also lodge her complaint directly on the given e-mail. Moreover, the complainant can also be lodge telephonically to the Chairperson and members of the committee.

PROCEDURE FOR FILING A COMPLAINT / GRIEVANCE WITHOUT REVEALING IDENTITY

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 counseling room.

FOLLOWING WILL ALSO BE TREATED AS SEXUAL HARASSMENT AND ARE COVERED BY THE COMMITTEE:-

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| (a) Eve-teasing. | (h) Displaying pornographic or other offensive or derogatory picture, cartoons and pamphlets of saying. |
| (b) Unsavory remarks. | (i) Forcible physical touch or molestation. |
| (c) Jokes causing or likely to cause awkwardness or embarrassment. | (j) Physical confinement against one's will and other act likely to violate one's privacy. |
| (d) Innuendos and taunts. | |
| (e) Gender based insults or remarks. | |
| (f) Unwelcomed sexual overtone in any manner | |
| (g) Touching or brushing against any part of the body and like. | |

DECISION AND ACTION

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 findings there with the appropriate functional head and agree on the applicable disciplinary action. This may include one or more of the following:-

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| i. Warning. | v. Stopping of increments/promotion. |
| ii. Written apology. | vi. Reverting, demotion. |
| iii. Adverse remarks in the Confidential Report. | vii. Dismissal. |
| iv. Debarring from supervisory duties. | viii. Any other relevant action |

