

St. Paul's Public School, COIMBATORE - 641025

Committee Against Sexual Harassment

Internal Complaints Committee

2024-2025

As per the guidelines issued in CBSE circular vide CBSE/Admin.I/14(6)/2004 dated February 16,2004 on the Sexual Harassment of Women and Students at the work place of Institutes, the Committee Against Sexual Harassment has been constituted.

OBJECTIVES:

- a. Prevent discrimination and sexual harassment against women employees and girls students by promoting gender equity among them.
- b. Make recommendations to the Chairperson for changes / elaborations in the Rules for students and employees to make them gender just and to lay down procedures for the prohibition resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- c. 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.
- d. Recommend appropriate punitive action against the guilty party to the Chairperson.
- e. Organise orientation programmes for women employees and girl students to sensitize to be proactive to deal with such discrimination, if any.

POLICY STATEMENT:

ST. PAUL'S PUBLIC SCHOOL is committed to provide a safe environment for its employees, free from sexual harassment at workplace. This implies a zero-tolerance policy for any sexual harassment at workplace. All the incidents and the allegations reported will be seriously treated and promptly investigated. Person found guilty will face disciplinary actions including dismissal of the employee from the Services.

SCOPE:

In order to provide a safe and sound workplace environment, ST. PAUL'S PUBLIC SCHOOL has proposed this policy which has been documented and accepted by all of its employees. Most recent issues reported across the world have strengthened the need for the policy to be in place. The intent of the Policy and associated Procedure is as follows.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment which may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include but are not limited to:

1. Physical conduct:

- Unwelcome physical contact including putting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching

2. Verbal conduct:

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

3. Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Leering

Anyone can be victim of sexual harassment, regardless of their sex and or the sex of the harasser. ST. PAUL'S PUBLIC SCHOOL recognizes that sexual harassment may also occur between people of the same

sex. It is a manifestation of power relationships and often occurs within unequal relationships in the workplace for example between manager or supervisor and employee. Anyone, including employees of ST. PAUL'S PUBLIC SCHOOL, workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within ST. PAUL'S PUBLIC SCHOOL premises or outside, including social events, business trips, training sessions or conferences sponsored by ST. PAUL'S PUBLIC SCHOOL. Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. ST. PAUL'S PUBLIC SCHOOL recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

The victim can approach one of the designated staff members responsible for receiving complaints of sexual harassment.

Following are the Details of the Members of the Committee against Sexual Harassment:

	NAME	DESIGNATION	PROFILE
1.	Mrs. Ramya Swamy. D	Principal	Principal
2.	Mrs. Preethi Diana. C	Co-ordinator	Staff Member
3.	Mr. Gokul Krishnan. S	Male Staff Member	Staff Member
4.	Ms. Sridevi. S	Female Staff Member	Staff Member
5.	Ms. Mahalakshmi. R	Female Staff Member	Staff Member
6.	Ms. Dhivyaa. B.S	Female Student	Student
7.	Mr. Himansu. S	Male Student	Student

COMPLAINTS PROCEDURES:

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the procedures for dealing with the complaint

- discuss and agree to either informally or formally complain. The victim should understand that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record all discussion
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the institution through the relevant legal framework

INFORMAL COMPLAINTS MECHANISM

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the institution to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- ensure that the above is done speedily and within 7 days of the complaint being made

FORMAL COMPLAINT MECHANISM

If the victim wants to make a formal complaint or if the Informal Complaint Mechanism not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The person carrying out the investigation will

- interview the victim and the alleged harasser separately
- interview other relevant parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigation, findings and any recommendations

- if the harassment had taken place, decide what the appropriate remedy for the victim is, in consultation with the victim (an apology, a change to working management, discipline suspension, dismissal)
- follow up to ensure that the recommendations are implemented and that the behaviour has stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 7 days of the complaint being made

SANCTIONS AND DISCIPLINARY MEASURE

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanction will depend on the gravity and extent of the harassment. Suitable deterrent sanction will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate disinfection of the harasser.

IMPLEMENTATION, MONITORING AND EVALUATION OF THIS POLICY

ST. PAUL'S PUBLIC SCHOOL will ensure that this policy is widely disseminated to all relevant persons. It recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

Corrective action may include any of the following:

- formal apology
- Counselling
- Writing warning to the perpetrator and a copy of it maintained in the Employee's file
- Change of work assignment - transfer for either the perpetrator or the victim
- Suspension or termination of services of the employee found guilty of the offence

PREVENTIVE MEASURES:

We also regularly conduct various "Gender sensitization" programmes, adolescence related programs and special activities from time to time.

TEACHER'S WORKSHOPS:

The teachers are trained to attend to adolescence related issues. They are primarily made aware to notice the behavior pattern of children. This particularly includes close monitoring of academic performance and psychological behavior, categorically in cases of sudden decline in performance, lack of interest, depression, aloofness etc. The teachers are educated on how to counsel a child if they notice such behavior pattern. They are also well trained to talk to parents on the subject of child sexual abuse from time to time.

STUDENT'S WORKSHOPS:

In order to provide a safe, protective and conducive environment to our children for their overall development, we arrange workshops for boys and girls combine and separately wherein children are taught to differentiate between good touch and bad touch. They are encouraged not to hide things and to report inappropriate behavior to their teacher. There is also a provision of COMPLAINT BOX in the School, where children can drop their complaints though we have not received any complaints so far.

SELF DEFENSE TRAINING PROGRAMME

Special activities like Karate & Silambam classes are regularly held in school which not only give self-defence training but also boost their confidence.

CCTV CAMERAS:

The entire School premises and all prime entry points are under CCTV surveillance which is personally monitored by the Head of the Institution.