

DEFINITION

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct.

Sexual Harassment at the workplace includes

- un welcome sexual advances (verbal, written or physical),
- Demand or request for sexual favors.
- Any other type of sexually-oriented conduct.
- Verbal abuse or "joking" that is sex-oriented.
- Intrusive questions or statements about your private life.
- Sending sexually explicit emails de test messages.
- Inappropriate advances on social networking sites.
- Behavior that may also be considered to be an off enceunder criminal law, such as physical mult, indecent exposure, sexual assault, stalking or obscene communications.
- any conduct that has the purpose or the effect to interfering with an individual's work.

Performance of creating an intimidating, hostile or offensive work environment and submission to such conductise it her an explicit or implicit term or condition of employment and for submission or rejection of the conduct is used as a basis for making employment decisions.

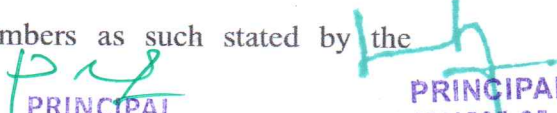
RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

All Students and Staff of the College have a personal responsibility to ensure that their behaves is not contrary to this policy. All Students and Staff are encouraged to reinforce the maintenance of a conducive environment free from sexual harassment.

COMMITTEE

The College has instituted a Sexual harassment Complaint Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Complaints Committee will comprise of members as such stated by the
Statutory Bodies


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EXCLUSIONS

The Grievance Redressal Cell shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the University with regard to Disciplinary matters and misconduct.
- Decisions of the University about admissions in any course offered by the Institute.
- Decisions by competent authority on assessment and examination result.

Sexual Harassment

Sexual Harassment has an place at Mahathi College Of Pharmacy [MCPM] MCPM is firmly committed to provide its students, employees, stakeholders and others with an environment that is free from Sexual Harassment. The work place at MCPM ensures every woman is treated with dignity and respect and afforded equitable treatment.

The College is also committed to promote an environment that is conducive to the professional growth of its women employees and encourages equality of opportunity. The College will not tolerate any form of sexual harassment and is commed to take all necessary steps to ensure that its women employees are not subjected to any form of armament.

This document explains MCPM Standard Operating Procedure for processing complaints and conducting investigation suited to sexual harassment and retaliation.

MCPM also cooperates fully with my investigation conducted by authorized law enforcement. We may refer acomplaint and the result to four investigation to those agencies. We may dosoprior to the completion of our internal investigation

OBJECTIVE

The objective in implementing and enforcing this policy is to define work place sexual harassment, prohibit it in all forms, carry out appropriate disciplinary measures in the case of violations, and provide procedures for lodging complains about conduct that violate this policy and investigating sexual haunt claim.

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AT BRIEF


The Sexual Harassment Complaint Committee seeks to provide employees and students with a working environment free from any unlawful harassment, including but not limited to sexual harassment. Harassment of any kind, whether by a co-employee or staff or batch mates or seniors or other associated with institution, is not tolerated at the Sexual Harassment Complaint Committee.


The Committee will promptly investigate complaints of harassment, will act to stop any inappropriate unwelcome behavior, and will resolve the situation using the process

Outlined below in a manner that is fair to all parties and appropriate to the situation involved Employees and Students are also obligated to attend any mandatory training provided by the Society to prevent sexual or other forms of harassment

The Standard Operating Procedure describes the process available to women to report inappropriate behavior that they believe may constitute harassment, and also describes the way such complaints will be investigated and resolved. The Society recognizes that the decision to come forward with a complaint may be difficult but if it comes forward, the Society will handle information provided by employees or students who report inappropriate behavior in a sensitive manner, and will endeavor to protect the privacy of the reporting employee and to maintain confidentiality to the extent possible.

Employees and Students are strongly encouraged to report instances of questionable workplace conduct well before such conduct would rise to the level of legally actionable harassment, whether sexual or otherwise. This way, the behavior can be addressed before it constitutes unlawful harassment or creates a hostile work environment; this also ensures that instances of inappropriate behavior can be dealt with in a timely and appropriate manner to prevent recurrences. In addition, delays in reporting inappropriate conduct may have an impact on the Society's ability to investigate the situation and take appropriate action.


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STANDARD OPERATING PROCEDURE

Individuals should report complaints of conduct believed to violate College's sexual harassment policy according to the Sexual Harassment Complaint Committee's complaint procedures. . To initiate formal investigation into an alleged violation of this policy, employee/Student may be asked to provide a written statement about the alleged misconduct to the HR head. Complaints should be submitted as soon as possible after an incident has occurred. The HR head may assist the complainant in completing the statement. To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainants should provide as much of the following information as is possible:

- 1.The name, department and position of the person or persons allegedly causing the harassment.
 - 2.A description of the incident(s), including the time(s), location(s) and the presence of any Witnesses.
 - 3.The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment
 - 4.The names of other individuals who might have soon subject to the same or similar harassment.
 - 5.What, if any, steps the complaint has taken to try to stop the harassment.
1. A description of the incident(s), including the time(s), location(s) and the presence of any Witnesses.
 2. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
 3. The names of other individuals who might have soon subject to the same or similar harassment.
 - 6.Any other information the complainant believes to be relevant to the harassment complaint.


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The HR can:

1. Resolve the matter informally with the complainant.
2. Initiate, at the complainant's request, a mediation process between the parties (in the circumstances the contact person will keep the Head master or is delegate informed)
3. Forward the matter to the Head of the Institution, the Principal (Chairperson of Sexual Harassment Complaint Committee)

The Head of the Institution, on receiving a formal complaint in writing, will action accordance with the College's Sexual Harassment Complaint Committee Procedures.

The HR will call for a meeting of the Sexual Harassment Complaint Committee Members, headed by the Chairperson.

The Chairperson of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the view of Sexual Harassment, preferably within 30days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not mean an offence of Sexual Harassment, she/he will record this finding with reasons and communicate the same to the complainant.

If the Chairperson of the Complaints Committee determines that the allegations constitute an act of sexual harassment, she be will proceed to investigate the allegation with the assistance of the Members of the Sexual Harassment Complaints Committee.

Where such conduct on the part of the accused amounts to a specific off under the law, the Institute shall initiate appropriate action in accordance with law by making complaint with the appropriate mandatorily.


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The Complaints Committee Member shall conduct such investigations in timely manner and shall submit a written report containing the findings and recommendations to the Chairperson as soon as practically possible and in any case, not later than 90days from the date of receipt to the complaint. The Chairperson shall

are corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.


Corrective action may include any of the following:

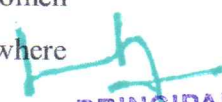
- a. Formal apology
- b. Counseling
- c. Written warning to the perpetrator and a copy of it maintained in the employee's student's file.
- d. Change of work assignment/transfer for either the perpetrator or the victim. (Employer)
- e. Suspension or termination of services of the employee found guilty of the offence (Employee).
- f. Communication with parents.(Student)
- g. Referral to and liaison with specialist counseling. (Student)
- h. Formalized support at College Level, which may include closer monitoring or supervision of the child or young person in his interactions with other children and young people. (Student).

In case the complaint is found to be false, the Complainants hall, if deemed fit, liable for Appropriate disciplinary action by the Committee.

CONCLUSION

In conclusion, the Collage reiterates its commitment to providing its Women Employees and Students, a place free from harassment/discrimination and where every woman is treated with dignity and respect.


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