



CTED

Sexual Harassment Policy

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The Sexual Harassment Policy

CTED is committed to the implementation of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the Government of India. In compliance, it has a small committee to see the complaints of sexual harassment or to create a gender just environment in the organization. The Committee has been formed to prohibit, prevent or deter the commission of the acts of sexual harassment at the workplace and to provide the procedure for redressal of complaints pertaining to sexual harassment. The Chairperson of the Committee is Director, Er. Sanjai Singh. The other members are Rakesh Shukla, DGM and HR Manager, Dinesh Chandra.

Objective

A safe and secured working environment for all that echoes Zero Tolerance to Sexual Harassment of any kind.

Applicability

- ❖ This policy is applicable to all allegations of sexual harassment made by a staff member. When an act of sexual harassment occurs against someone in the field, all necessary and reasonable action would be taken by the organisation.
- ❖ The program team members refer to any person employed or engaged by CTED, that includes a temporary, adhoc, part time, daily wage or contractual basis and also includes those engaged on project basis, irrespective of whether the terms of the contract are express or implied. The term 'staff member' also includes trainees and interns with CTED.

What is Sexual Harassment

For the purpose of this policy, 'Sexual Harassment' shall include, but will not be confined to the following:

- ❖ 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.
- ❖ The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
 1. implied or explicit promise of preferential treatment in employment; or
 2. implied or explicit threat of detrimental treatment in employment; or
 3. implied or explicit threat about present or future employment status; or
 4. interference with work or creating an intimidating or offensive or hostile work environment; or
 5. Humiliating treatment likely to affect health or safety.

Sexual Harassment takes place if a person:

- ❖ Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching, etc.
- ❖ Makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/ increment/promotion, etc
- ❖ Makes an unwelcome remark with sexual connotations, like sexually explicit comments/cracking jokes with sexual connotations/making sexist remarks, etc.
- ❖ Shows a person any sexually explicit visual material, in the form of pictures/cartoons/ pinups/ calendars /screen savers on computers/any offensive written material/pornographic e-mails, etc.
- ❖ Engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even non-verbal, like staring to make the other person uncomfortable, making offensive/obscene gestures, kissing sounds, etc

The Internal Complaints Committee

The Internal Complaints Committee (ICC) has been formed in the organization. It would ensure that –

- ❖ Anonymity of complainants and all persons involved is maintained.
- ❖ All complaints are dealt with equal seriousness irrespective of the positions held by the persons involved. In view of the complicated nature of sexual harassment, complaints will be considered even when it is difficult or impossible to provide concrete evidence.
- ❖ Any complaint has to be addressed within the stipulated time as determined by the Act and is not allowed to continue indefinitely.

The process of lodging a Complaint:

- ❖ We encourage the affected persons to file a written complaint as soon as possible and in any event within 3 months from the date of the incident complained of (or in case of a series of incidents, within 3 months from the date of the last incident).
- ❖ As per the requirements of the Act, complaints would be required to be lodged in writing with the Chairperson of the ICC.
- ❖ The ICC shall commence an inquiry within 07 working days from the date of receipt of the complaint.
- ❖ The ICC will meet the complainant within 07 (seven) working days.

The Process of Enquiry:

- ❖ Hear the complainant / record statements.
- ❖ Ask the complainant to produce any material/relevant details concerning the alleged sexual harassment.
- ❖ Call the person accused for a meeting. Provide him/her with the opportunity to present his/her views.
- ❖ Hear the witnesses.
- ❖ Conduct enquiry into the evidence(s) provided by the above and if required, consult with experts.

- ❖ The ICC shall complete the inquiry within a period of 10 days. The ICC shall record all the proceedings of the inquiry and on completion of the inquiry; provide a report (containing its recommendations) to the employer within 10 days.
- ❖ If on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual and to settle personal/professional scores, strict action will be taken against the complainant.

What Steps can the staff members take to Prevent Sexual Harassment?

Most individuals fail to recognize sexual harassment and treat it as trivial and routine. Ignoring offensive behavior or denying its existence is the most common way men/women deal with sexual harassment.

The following steps are recommended:

A. Dealing with the harasser upfront:

1. Do the unexpected: Name the behaviour. Whatever he's/she's just done, say it, and be specific.
2. Hold the harasser accountable for his/her actions. Don't make excuses for him/her; don't pretend it didn't really happen. Take charge of the encounter and let people know what he/she did. Privacy protects harassers, but visibility undermines them.
3. Make honest, direct statements. Speak the truth (no threats, no insults, no obscenities, no appeasing verbal fluff and padding). Be serious, straightforward, and blunt.
4. Demand that the harassment stops.
5. Make it clear that all men/women have the right to be free from sexual harassment.
6. Objecting to harassment is a matter of principle. Stick to your own agenda. Don't respond to the harasser's excuses or diversionary tactics.
7. His/her behaviour is the issue. Say what you have to say, and repeat it if he/she persists.
8. Reinforce your statements with strong, self-respecting body language: eye contact, head up, shoulders back, a strong, serious stance. Don't smile. Timid, submissive body language will undermine your message.
9. Respond at an appropriate level. Use a combined verbal and physical response to physical harassment
10. End the interaction on your own terms, with a strong closing statement: 'You heard me. Stop harassing'.

B. Keep records:

1. Keep track of what happens in a diary and keep any letters or notes or other documents you receive. Write down the dates, times, places, and an account of what happened. Write down the names of any witnesses.

C. Set your own boundaries:

1. Say "No" emphatically and clearly when you are asked to go places, do things, respond to questions, or engage in situations that make you uncomfortable. Do not worry about offending the other person or hurting his/her ego. Take care of yourself first.

D. Be aware of situations and people who may harm you:

1. Don't ignore other's warnings about particular people or social settings. Acknowledge their concern for you and for themselves.

E. Trust your own instincts about possible danger:

1. In an uncomfortable situation, be direct and honest, and remove yourself from the situation immediately. Regardless of your previous behavior or signals you may have given earlier, you have the absolute right to halt any sexual exchange at any time. Accept this right and act on it.

F. Create a Witness to the behaviour:

1. Inform a trusted colleague and try to ensure that he/she is an eye or ear witness to a situation where you are being sexually harassed. This will be useful later if you chose to file a formal complaint. Send a copy of sexual harassment policy/rules to the harasser with the appropriate sections underlined.

Report sexual harassment to the Director, CTED.

What can you do as a Colleague?

1. Do not disbelieve a colleague when he/she discloses an instance of harassment. Remember sexual
2. Harassment is 'unwelcome' behaviour. Do not trivialize the matter.
3. Remember that it is difficult to speak about sexual harassment. Hence if a colleague is talking about it, he/she would require a lot of encouragement and support.
4. Spread the word - let your colleagues know about the issue, its prevalence and the judgement.
5. Support a harassed colleague - remember it could be you tomorrow.
6. Encourage the recipient to approach the offending person directly or use other informal resolution methods.
7. Offer to accompany the recipient to confront the offending person, or the Complaints Committee to file a formal complaint.