

Policy and Mechanism Document: Prevention of Sexual Harassment

1. Introduction: SAS Institute of Management Studies is committed to maintaining a safe, inclusive, and respectful environment for all its members. This policy document outlines the institute's policy on the prevention and prohibition of sexual harassment, as well as the mechanism for addressing complaints related to sexual harassment.
2. Policy Statement: SAS Institute of Management Studies strictly prohibits any form of sexual harassment within its premises or during institute-related activities. Sexual harassment is a violation of an individual's dignity and rights, and the institute is committed to providing a conducive environment free from harassment for students, faculty, staff, and all stakeholders.
3. Definition of Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually explicit comments or jokes, display of offensive materials, physical contact, and any other verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.
4. Prevention Measures:
 - a. Awareness and Training:
 - The institute conducts regular awareness programs, workshops, and training sessions to educate the campus community about sexual harassment, its forms, and the consequences.
 - Students, faculty, and staff are made aware of the institute's policies, procedures, and the legal framework in place to address sexual harassment.
 - b. Sensitization:
 - Sensitization programs are organized to promote a culture of respect, equality, and non-tolerance towards sexual harassment.
 - Workshops and discussions on gender equality, consent, and respectful behavior are conducted to foster a better understanding of appropriate conduct.
 - c. Anti-Sexual Harassment Committee:
 - An Anti-Sexual Harassment Committee (ASHC) is established to address complaints related to sexual harassment.
 - The committee comprises members from faculty, staff, student representatives, external experts, and NGOs working in the field of gender equality.
 - d. Display of Information:
 - Information about the institute's policy on sexual harassment, along with contact details of the ASHC members, is prominently displayed across the campus and on the institute's website.

- Posters, brochures, and other materials are used to create awareness and provide information about reporting mechanisms.

5. Mechanism for Handling Sexual Harassment Complaints:

a. Complaint Registration:

- Any individual who experiences or witnesses sexual harassment can report the incident to the ASHC through a designated complaint cell, email, or in-person.
- The institute ensures that complainants have the option to report complaints anonymously, while also maintaining confidentiality for those who choose to disclose their identities.

b. Investigation Process:

- The ASHC initiates a thorough and impartial investigation upon receiving a complaint.
- The investigation is conducted in a confidential manner, respecting the rights of both the complainant and the respondent.
- The committee ensures a fair and unbiased process, adhering to principles of natural justice.

c. Grievance Redressal and Disciplinary Action:

- Upon completion of the investigation, the ASHC recommends appropriate disciplinary actions if sexual harassment is substantiated.
- Disciplinary actions may include counseling, warnings, reprimands, suspension, termination, or legal action, depending on the severity of the offense and the institute's regulations.

d. Support and Rehabilitation:

- The ASHC provides support to the complainant, including counseling services, guidance, and assistance in accessing necessary resources.
- Measures are taken to ensure the well-being and protection of the complainant throughout the process.
- Efforts are made to create a supportive environment for the complainant to continue their education or work without fear of retaliation.

6. Reporting and Monitoring:

- The ASHC maintains records of sexual harassment complaints, investigations, and actions taken.
- Periodic reports on the ASHC's activities, trends, and recommendations are submitted to the institute's administration and regulatory bodies.

7. Non-Retaliation:

- The institute strictly prohibits any form of retaliation against individuals who report incidents of sexual harassment in good faith.
 - Safeguards are in place to protect complainants and witnesses from any adverse consequences resulting from their complaint.
8. Training and Awareness:
- The institute conducts regular training programs for members of the ASHC, faculty, staff, and students to enhance their understanding of sexual harassment and their roles in preventing and addressing such incidents.
9. Review and Amendments:
- The policy and mechanism document are subject to periodic review to ensure its effectiveness and compliance with legal requirements.
 - Amendments and updates are made as necessary to align with changing circumstances and evolving best practices.

This policy and mechanism document reflects the commitment of SAS Institute of Management Studies to creating a safe, respectful, and harassment-free environment for all individuals associated with the institute.