

KAJLA JANAKALYAN SAMITY

SARADA, CONTAI, PURBA MEDINIPUR, WEST BENGAL

The Sexual Harassment of Women at Workplace- Protection Policy

Both man and woman were equal if the history of Vedic Age is looked after. They all worked together and enjoyed the same rights. Now women are suffered from various heinous social evils. They are attacked in every sphere. Women plays very vital role in the community as mother, sister, wife, sister-in-law and mother-in-law etc but she is always treated as community in the society as a result she becomes prey of various heinous crime. To overcome the situation at its field of Kajla Janakalyan Samity develops and tries to implement a rule of Sexual Harassment at workplace.

Objective:

- To ensure rights and dignity of women at workplace.
- It will create a safeguard circle at workplace where women work without tension and fear.
- It will reduce and the possibility of sexual harassment at workplace.
- It will help and support women to lodge complain against any tpe of sexual harassment at workplace without fear and tension.

Origin of that rule:

Woman and Child Welfare Dept. of Govt. Of India published and notified a gazette on 9th Dec'2013 that if any woman will be harassed in its workplace, then that rules will help and support to fight against this harassment legally.

Definition of Sexual Harassment:

Sexual Harassment is an incident where any person willingly or unwillingly touches body parts and tries to instigate or pressurize for sexual relationship in workplace; if any women is physically, mentally or orally is harassed then it will be treated as sexual harassment.

Types of Harassment:

Physical

- Develops sexual relationships against will.
- Physically assault.
- Pinching.
- Beat
- Kissing
- Direct to work by touching body parts
- Showing affection
- By creating fear or by provoking to facilitate for access benefit at workplace to develop physical relationship
- By publishing or circulate various body parts' photo and create fear among the victim and getting benefit to create physical relationship.

Oral, Hint or Cyber

- Comments on dress, words, personal life, age and movements etc.
- Spoke on sex related story, comments and words.
- Bad and uncultured gestures to women.
- Comments on about physique.

- Bad comments related with women worker.
- False statement against women workers and accuse her.
- Provoking to access extra and illegal benefit.
- Bad hints through eyes.
- Harass by false and repeated calling at workplace to create physical relationship.
- Send bad email or message.
- Showing pornography, bad pictures or cartoons.
- Pressurize to work at lonely place.

Complain Process:

- **Timeline**

Complain within three months from the date of incident by victim or complainer.

- **Confidential**

All complains will be kept confidentially.

Some information will be published for complainer security and protection at any special moments.

Process of Complain:

- Complainer can complain in written to internal complain committee.
- Complainer may complain through her friends or relatives to internal complain committee.
- Complainer may complain through doctor or kind hearted person if physically and mentally unable to complain.

Process after Complain:

- If the complainer complains orally to the internal complain committee then if both they in work in same work field then the committee try to solve it verbally by calling both of them. It will not require for further process.
- If the salvation is possible by mutual understand in written complain case also then it will not require for further process.
- If the complain is not solved through mutual conversation with of them then the committee will talk with them individually and take steps.
- Internal committee will prepare a report after discussion with them and send the report to the Executive Council. The EC will discuss it with Internal Complain Committee and take steps accordingly through discussion.
- If the step will not be implemented and executed then the EC will take steps legally.

Internal Complain Committee – Structure, Qualification and Duration:

Structure:

Three from staff (one male and two females) of the Organisation, one person who has knowledge on women empowerment and protection but from the outside of the organization, one female member from Executive Council – then through total 5 the committee will be built up. Old female member will execute as the Head of the Committee.

Qualification of the Member:

Each member should have clear conception and knowledge on women empowerment and protection.

Internal Complain Committee and Its Duration:

- The duration of the committee as per the duration of Executive Council.
- Any member of the committee can resign from the committee by sending message to the Head of the Committee.
- If the members of the committee are absent consecutively in three meetings, then the member will be asked to show cause behind her/his absent and then the member is unable to show it they will be suspended by the 3/4th majority of the committee.
- Any member will be suspended by 3/4th majority of the committee by showing notice if s/he is :

- Accused by legal procedure.
- Unable to work due to Physical and mental problem.
- If the member tries to suppress or hidden any unholy practice.
- The EC may suspend any member after review the report of Internal Complain Committee.
- No can be suspended without given opportunity to comply the complaint against him/her.

If there is Vacancy in the Committee:

The vacancy will be filled up within 2 months of the vacancy after getting approval from Executive Committee.

Activity of Internal Complain Committee:

- Investigation will be started within 7 days from the date of complain lodging.
- True copy of written complain will be sent to the guilty person within 7days from the date of complain lodging.
- Guilty person will be asked to show cause against complain within 10 days.
- The Committee should have take steps within 90 days.
- Complainer should submit name, address, photos, photocopies of Adhaar etc.

The Committee has the power to give punishment on:

- Given notice verbally or written to change own.
- Cut of Salary/ Honoriums
- To transfer
- To pay for treatment if the complainer is suffering for sexual or physical harassment.
- To demotion
- Suspend or terminate from job

Punishment for False Complain:

If the complainer lodges false complain to harass or to disobey or to insult the person then she will be punished as

- Cut of Salary/ Honoriums
- To transfer
- To demotion
- Suspend or terminate from job

If any person is physically or sexually harassed in workplace then she will access below listed benefits

- Reimbursement of Cost of Primary Treatment.
- Transfer at better place.
- Leave for three months with salary.

Implementation Process:

- Policy will be discussed at EC and approved by EC.
- The policy will be discussed among the staff of the organization before implementation.
- The policy will be displayed for drawing attention among staff.
- It will be displayed at every branch and unit office of the organization.
- It will be circulated among staff by giving booklet.
- Workshop on Sexual Harassment at workplace will be conducted.
- Complain form will be developed at office.
- There will be complain box at each unit/ branch/ Head Office
- The Policy will be given to the staff at the time appointment and s/he must have to give written consent on this.

Do's and Don'ts by Members of Internal Complain Committee:

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Do's	Don'ts
Hear the complain by complainer attentively and be respectful to her.	Don't insult by saying woman or related words that may insult women.
Members must obey the policy and do not suppress fact	Provoke female staff by providing extra or illegal benefits.
Look after the problem of female staff with importance.	Discriminate from benefits
To handle the case in such way where is no possibility of hurt to the complainer both physically and mentally.	Harass by false and repeated calling at workplace to create physical relationship. Send bad email or massage. Showing pornography, bad pictures or cartoons. Pressurize to work at lonely place.

Monitoring System:

- Internal Complain Committee will review their activities and prepare plan accordingly.
- Prepare and submit report to the Executive Council in each six months interval.
- Executive Committee will review the performance of the members of Internal Complain Committee and take step accordingly; it has the power to terminate inactive member and recruit the same.
- Report on it will be submitted at Annual General Meeting.

Assessment:

- Policy will be amended at each year after discussion among members of the committee, members of Executive Committee and staff through addition or subtraction.
- The amendment of the policy must be approved by the Executive Council.