



**NARAYANA**  
**COLLEGE OF NURSING**

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Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

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1

## **SEXUAL HARRASSMENT OF WOMEN POLICY**

NARAYANA COLLEGE OF NURSING Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace.

### **1. Short Title**

These Rules and Procedures will be called the Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace, 2013. These have been formulated to implement NARAYANA COLLEGE OF NURSING POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN, 2013.

### **2. Definitions**

- a. All the staff includes any person of the Narayana College of nursing who is appointed as teaching and non teaching staff whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include persons employed on a casual or project basis and also all the students on role.
- b. College includes all places of work at the NARAYANA COLLEGE OF NURSING in so far as it is used for NARAYANA COLLEGE OF NURSING activities. It includes all places of work / study and administration, as well as hostel, lanes and canteens, etc. on the NARAYANA COLLEGE OF NURSING campus.
- d. Centre / Department includes any centre /Department of NARAYANA COLLEGE OF NURSING .
- e. Division includes any division of NARAYANA COLLEGE OF NURSING .



- f. Employee includes a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis, whether the terms of employment are express or implied, and includes any person employed as a temporary, casual, piece-rated or contract worker, probationer, trainee, apprentice and students or by any other name called.
- g. Members includes all the employees, staff and Students NARAYANA COLLEGE OF NURSING ., or anyone working in a managerial capacity including persons on the Board of Management, NARAYANA COLLEGE OF NURSING .. It also includes employees, of its affiliated Centres and Partner institutes only to the extent that they are performing NARAYANA COLLEGE OF NURSING.related activities.
- h. Outsider includes any person who is not a member of the NARAYANA COLLEGE OF NURSING.. It also includes but is not limited to any private person offering residential, food or any other facilities to members of NARAYANA COLLEGE OF NURSING..
- i. College /School includes any School of Study of NARAYANA COLLEGE OF NURSING.1.  
Sexual harassment: The following shall constitute sexual harassment of women
1. When submission to unwelcome sexually determined behaviour such as sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of employment, participation or evaluation of a woman's engagement in any NARAYANA COLLEGE OF NURSING.activity.
  2. When unwelcome sexually determined behaviour, including but not limited to, sexual advances, physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and /or effect of interfering with a woman's work or of creating an intimidating, hostile or offensive employment, educational or living environment.
  3. When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

Explanation (a): It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, or living environment.

(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, living environment.

### 3. Scope of the Policy and Rules and Procedures

#### 4. General Duties and Responsibilities of Narayana College of nursing

NARAYANA COLLEGE OF NURSING shall:

(a) Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.

(b) Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.

(c) Maintain a proactive program to educate all members as to the definition of sexual harassment and procedure for redress.

(d) Undertake workshops and training programs at regular intervals for sensitizing the members.

(e) Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the Workplace" and giving information about the redress mechanism that has been put in place and encouraging women to file their grievances.

(f) Facilitate initiation of proceedings under this Policy through the institution of Committee against Sexual Harassment for redress of acts of sexual harassment.

(g) Filing of a complaint shall not adversely affect the complainant's status/job,



salary/promotion, grades etc. During the pendency of an enquiry and till the final determination of a complaint of sexual harassment under this Policy the College shall not alter the conditions of service of the Complainant/Supporter/Witness concerned to their prejudice, as a consequence to the filing, participation or holding of an enquiry under this Policy.

## **5. THE COMPLAINTS MECHANISM AND THE SCOPE OF ITS FUNCTIONS GUIDING PRINCIPLES FOR CONSTITUTION OF COMMITTEES**

i) The Complaints and redress mechanism at Narayana College of nursing has been formulated in accordance with the following principles:

a. In order to ensure that the Committees against Sexual Harassment are gender sensitive and representative, members will be drawn from different categories.

b. To make the Committees representative, each category of College members is given representation in the Committee.

c. The 1997 Supreme Court judgment makes it mandatory for each Committee to have a woman chairperson.

d. Not less than half of the Committee members shall be women.

e. All members of the Committee against Sexual Harassment should be neutral and unbiased.

## **6. STATUS:**

i) To implement NARAYANA COLLEGE OF NURSING's Policy Against Sexual Harassment the following Committee shall be constituted:

- NARAYANA COLLEGE OF NURSING. Committee Against Sexual Harassment

i) The Committee shall have statutory status and be empowered to carry out the mandate of this policy including conducting an enquiry into complaints of sexual harassment.

ii) As clarified by the Supreme Court in Medha Kotwal Lele and ors. Vs UOI and ors. W.P. (Crl.) No. 173-177/1999, order dt. 26.04.04, the Committee Against Sexual Harassment envisaged and constituted under this Policy will be deemed to be an inquiry authority for the purposes of Narayana College of nursing Rules and the Report of the Committee Against Sexual Harassment shall be deemed to be an inquiry report under the College rules. The disciplinary authority will act on the report of the Committee Against Sexual Harassment in accordance with the Rules.

## **7. COMPOSITION AND METHOD OF CONSTITUTING THE COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT**

### **(i) Committee Against Sexual Harassment at NARAYANA COLLEGE OF NURSING.**

It shall be composed of a total of 5 members drawn from the following categories:-

- Two Senior Professors and one will be the Chairman
- Two staff members of which 1 shall be from the "Non teaching staff"
- One from Administration to coordinate the meetings.

### **8. Continuity:**

a) To ensure a measure of continuity in the Committee against Sexual harassment, the outgoing Committee against Sexual Harassment shall nominate one person from among them to continue as a member of the said Committee for another term of 2 years.

b) The representation on the Committee of the category to which the member nominated by the Committee to continue belongs shall accordingly be adjusted to ensure that no category of members is over represented.

c) In no event shall any member of Committee continue as a member for more than 2 terms i.e 4 years.

## **9. POWER AND DUTIES OF THE COMMITTEE AGAINST SEXUAL HARASSMENT**

### **A. Preventive**

Gender sensitization and Orientation

1. To work towards creating an atmosphere promoting equality, non discrimination and gender justice

2. To promote and facilitate measures to create a work and study environment that is free of



sexual harassment of women.

3. To publicize widely the policy against sexual harassment in English and the language of the region where the College is located, especially through the Newsletter, or other appropriate document and display the same on notice boards, website, offices etc.

4. Every recruitment announcement must state: NARAYANA COLLEGE OF NURSING. has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the workplace.

5. To regularly organize and carry out programs for gender sensitization of NARAYANA COLLEGE OF NURSING. members through workshops, seminars, posters, film shows, debates etc. It may enlist the help of specialized NGOs to carry out these programs.

6. All new service /employment/consultancy or any other contract for work with any member of NARAYANA COLLEGE OF NURSING. shall include the policy against Sexual Harassment as part of the contract.

7. Those already in service shall be asked to sign this Policy.

8. The Complaints Committee shall take moto notice of grave violations of the basic principles of gender sensitivity and gender justice on the campus.

## **B. REMEDIAL**

### Enquiry

1. To receive and take cognizance of complaints made about sexual harassment of women at the workplace.

2. To conduct enquiries into these complaints, place findings before the concerned disciplinary authority and recommend penalties against the harasser in accordance with the rules and procedures laid down.

3. To ensure the safety of the complainant and witnesses during the pendency of the enquiry and till the final determination of the complaint, by advising the concerned authorities to issue warnings, suspension or any other order, if the harasser harasses or intimidates the complainant

or witnesses.

4. To make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may be in the nature of issuing a restraining order against the defendant or any other person/s.
5. To seek medical, police and legal intervention with the consent of the complainant.
6. To make arrangements for appropriate legal, psychological / emotional and physical support for the complainant if she so desires.
7. In the case of third party/ outsider harassment, with the consent of the aggrieved woman the College shall initiate action by making a complaint with the appropriate authority having jurisdiction over the offence. Further the College and the committee will actively assist and provide available resources to the complainant woman in pursuing the complaint.

#### 8. Procedure for Registering Complaints

- i. The mechanism for registering complaints should be safe, accessible and sensitive.
- ii. All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

- a. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an enquiry, intervention or some other assistance is needed.
- b. In cases of appeals where it is difficult for the complainant to travel in person to the location of the appellate body.
- c. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to



enquire into it as per the procedure specified.

iii. If the complainant wishes she can be accompanied by a representative.

iv. Complaints can be lodged directly with any member of the relevant Committee Against Sexual Harassment, or through existing channels for lodging grievances, such as the College authorities, etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

v. A complaint can be directly referred by the principal . However, in such cases, which will be exceptional, the principal will record the reasons for the same.

vi. The complaint may be oral or in writing. If the complaint is oral, it shall be reduced in writing by the Complaints Committee member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.

vii. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.

viii. All meetings of the committee will be called by the Chairperson and a notice of at least 2 to 5 working days must be given for the meeting.

ix. Within ten days of the receipt of a complaint, the concerned Committee against Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. If the Committee considers it necessary to hear the defendant at this preliminary stage it shall issue a notice to him.

x. In case a prima facie case is established the Committee shall constitute an enquiry committee with at least one member of the complainant's and one of the defendant's category. It shall have at least 50% women.

xi. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of an Enquiry Committee.

xii. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.

xiii. If the Committee against Sexual Harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the Committee meeting. The



Committee shall make the same available to the complainant in writing.

#### **10. Functions of the Enquiry Committee**

a. The Enquiry Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.

b. The Enquiry Committee shall submit a detailed speaking report to the Committee Against Sexual Harassment in which it shall detail the proceedings of the enquiry, the statements of the complainant, the defendant, other witnesses, discuss the evidence, its findings and reasons for the same and its recommendations regarding the nature of disciplinary action, if any.

#### **11. Procedure to be followed by the Enquiry Committee:**

##### **(1) Procedure**

i. During the enquiry proceedings the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.

ii. The complainant will be allowed to be accompanied by one representative during the enquiry.

iii. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date on which the complaint is referred to it. The Enquiry Committee shall be required to provide to the Complaints Committee reasons in writing for any delay in concluding the enquiry beyond a period of 3 months.

iv. Within one week of the institution of enquiry proceedings by the Complaints Committee, the Enquiry Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant. The defendant shall be given all this information along with a copy of the Rules and Procedures of this Policy. The Enquiry Committee shall also make available to the defendant a true copy of the complaint(s) lodged by the complainant(s).

v. The Enquiry Committee must inform the defendant in writing about the material particulars of

the charges made against him and he should be given a period of 5 days to respond to the charge sheet.

vi. The Enquiry Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.

vii. Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convener of the Enquiry Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Enquiry Committee to examine.

viii. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee believes that the absence of either of the parties to the disputes is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

ix. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

x. The Enquiry Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.

xi. The Enquiry Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

xii. The Enquiry Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

xiii. The defendant, the complainant, and witnesses shall be intimated at least seventy- two hours in advance in writing of the date, time and venue of the enquiry proceedings.



xiv. The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Enquiry Committee.

xv. The venue of the enquiry should take into consideration the convenience and security of the complainant.

xvi. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by one person of their choice, they shall communicate to the Convener of the Enquiry committee the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.

xvii. The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Enquiry Committee.

xviii. The complainant(s) and the defendant, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of NARAYANA COLLEGE OF NURSING.. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Enquiry committee specifically if they wish to exercise this right. The Enquiry Committee may allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office of the Committee Against Sexual Harassment.

xix. The complainant and the defendant shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses

xx. The defendant/complainant may submit to the Enquiry Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and physical trauma, can lead the Committee to recommend disciplinary action against the defendant.

xxi. All proceedings of the Enquiry Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.

xxii. All persons heard by the Enquiry Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

Exception: A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee Against Sexual Harassment, the same shall not prejudice the Committee members. Once a complaint has been given to the Committee, the complainant should preferably not go public till the enquiry is completed, unless there are compelling reasons for her to do the same.

xxiii. The members of the Enquiry Committee shall maintain confidentiality about the proceedings conducted by them.

xxiv. If the complainant desires to tender any documents by way of evidence, the Enquiry Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Enquiry Committee shall supply true copies of such documents to the complainant.



xxv. In the event that the Enquiry Committee thinks that supplementary testimony is required, the Convener of the Enquiry Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Enquiry Committee.

xxvi. Nothing precludes the Complaints Committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the enquiry proceedings. If a new fact or evidence is brought to the notice of the Committee Against Sexual Harassment after submission of the Enquiry Report to the appropriate disciplinary authority, then in the event of the constitution of the reconvened Enquiry Committee, at least half of the members of the Enquiry Committee shall be those who originally enquired into the said complaint.

xxvii. The Enquiry committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/ present direct or corroborative evidence.

xxviii. The Enquiry committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life, conduct, personal and sexual history.

xxix. The Enquiry committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the respective organization / workplace, the employer- employee equations and other power differences while appreciating the evidence.

xxx. The Enquiry committee shall, inform the complainant/s, that she may give her evidence in writing provided that she makes herself available for examination by the defendant on the same, unless the alleged victim of Sexual Harassment opts to give her evidence orally.

xxxi. The Enquiry committee shall inform the complainant/s that she may give her answers to questions of a sensitive nature in writing at the enquiry proceedings during cross examination.

xxxii. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee Against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the

Right To Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and thenon disclosure of the same will not against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

2. Enquiry to be completed within 90 days: - The enquiry shall be completed and the Enquiry Report submitted to the Committee Against sexual Harassment within a periodof 90 days from the date on which the enquiry is commenced. In the event of any delay in submission of the Enquiry Report the reasons for the same shall be recorded in writing.

**14. Findings of the Enquiry Committee:**

i)(a) After concluding its enquiry, the Enquiry Committee shall submit a detailed and reasoned written report of its findings to the Chairperson of the relevant Committee Against sexual Harassment. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry anda discussion of the reasons upon which the findings arrived at by the Enquiry Committee.

(b) No observations regarding the work and behavior of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment. However, the Committee may consider as relevant any earlier complaints of sexual harassment against the defendant.

ii) Upon the completion of an enquiry the said Committee may by a detailed andreasoned order pass any of the following orders:

(a) If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of the Committee Against Sexual Harassment giving reasons for its conclusions. The concerned Committee may then dismiss the complaint which was subject of the Inquiry.

(b) If the Enquiry Committee find the complaints proven on a balance or probabilities it shall give a detailed and reasoned finding to that effect.

(c) In the event that the Enquiry Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the



gravity of the offence of which he has been found guilty and the impact on the complainant. It shall also recommend whether after disciplinary action has been taken, the disciplinary authority should publicise the identity of the offender, the misconduct and the disciplinary action taken.

#### **15. Report of the Enquiry Committee**

i) The report of the Enquiry Committee shall be deemed to be an inquiry report under the Conduct Rules, or any other rules governing the organisation.

ii) Within 5 working days of the receipt of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall convene a meeting. Each member of the Committee Against Sexual Harassment shall have the right to access the entire enquiry proceedings, or any part thereof. The Committee Against Sexual Harassment will discuss the Report and recommendations for disciplinary action, if any, by Enquiry Committee. Within two working days of the adoption of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall forward the Enquiry Report, together with a summary of the opinions of the members of the Committee Against Sexual Harassment (including dissenting opinions) to the Disciplinary Authority..

#### **16. Action to be taken by Disciplinary Authority**

i) Upon receipt of the Enquiry Report the disciplinary authority will promptly act on the Enquiry report. If the disciplinary authority disagrees with or wishes to modify the recommendations made by the Committee Against Sexual Harassment it may do so by recording the reasons in writing. The same shall also be communicated in writing to the concerned Committee Against Sexual Harassment.

ii) A copy of the Enquiry Report shall be given by the disciplinary authority to the complainant and the defendant.

iii) The disciplinary authority shall however take disciplinary action only after giving the defendant an opportunity to reply to the findings of the Committee Against Sexual Harassment through an oral or written representation in accordance with the service rules and principles of natural justice.

v) No person accused of an act of Sexual Harassment under this policy shall be part of the decision making process referred to in this section.

#### **17. APPEAL:**

The complainant and the respondent shall have the right to appeal if they are dissatisfied with the decision of the concerned Committee Against Sexual Harassment or the disciplinary authority.

#### **18. Redressal**

i) The Committee can ask for the suspension/ transfer of the alleged harasser from his official position, during the pendency of the enquiry if his presence is likely to interfere with the enquiry.

ii) The victim of sexual harassment will have the option to seek transfer of the perpetrator or their own transfer where applicable.

iii) The Head of the institution upon receipt of the enquiry report shall refer the same to the Governing Body or any other appropriate body and institute disciplinary action on the basis of the recommendations of the concerned Committee Against Sexual Harassment.

iv) The disciplinary action will be commensurate with the nature and impact of the sexual harassment.

#### **19. Penalties**

1). Any member of the College staff, service provider, resident, found guilty of sexual harassment shall be liable for disciplinary action.

2). The penalties listed below are indicative, and shall not constrain the College authorities from considering others, in accordance with the rules governing the conduct of all members of the College.



- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the Confidential Report
- v. Debarring from supervisory duties
- vi. Denial of re-employment
- vii. Stopping of increments/promotion
- viii. Reverting, demotion
- ix. Transfer
- x. Dismissal
- xiv. Withdrawal of residential facilities and prohibition from entry on the campus etc. xv. Any other relevant mechanism.

In the case of third party harassment/outsider harassment, or harassment by service provider the College authorities may:

- i. Issue a warning, reprimand, or censure
- ii. A letter communicating his misconduct to his place of education, employment or residence.
- iii. Declaration of the campus as out of bounds for him
- iv. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- v. Any other action as may be necessary.

### 3). Penalty in Case of a Second Offence

A second, or repeated offence, may, on the recommendation of the concerned Committee Against Sexual Harassment, attract an enhanced penalty.

4). Non-adversarial modes of redress and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour, counselling etc.

## 20. Monitoring and Review

1. The Committee will send an Annual Report to the Management detailing the work undertaken

by them.

## 21. Amendments to the Policy

On the basis of their experience of the working of the policy, the Committee will have the power to make recommendations to the Management about changes in the Policy/ Rules and Procedure.

## 22. Where Sexual Harassment amounts to criminal offence:-

Where the conduct of Sexual Harassment amounts to a specific offence under the Indian Penal Code (45 of 1860) or under any other law; it shall be the duty of the Committee Against Sexual Harassment to immediately inform the complainant of her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.

Any such action or proceedings initiated shall be in addition to proceedings initiated and /or any action taken under this Policy.

Signature of Principal

*A. J. S. S. S.*  
Principal

NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

Signature of Sexual Harassment Prevention Committee Convenor

*[Handwritten Signature]*

Signature of Sexual Harassment Prevention Committee members

*[Handwritten Signature]*

