



ATLAS
SKILLTECH
UNIVERSITY

Prevention of Sexual Harassment Policy

APPROVED BY GOVERNING BODY



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1	Name of Policy	Prevention of Sexual Harassment Policy Here after referred as POSH Policy
2	Brief Description of the Policy:	The POSH policy, or Prevention of Sexual Harassment policy, is a set of guidelines and procedures implemented by University to prevent and address incidents of sexual harassment in the workplace. It also includes provisions for training and education on sexual harassment prevention for employees and management.
3	Approved by	Governing Body
4	References for the policy	<ol style="list-style-type: none"> 1) Vishaka Guidelines against Sexual Harassment at Workplace - laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384) 2) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. 3) Saksham guidelines - Measures for Ensuring the Safety of Women and Program for Gender Sensitization on Campuses issued by University Grant Commission in December 2013 4) UGC notification dated 2nd May 2016 for UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institution) Regulations, 2015




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POLICY DESCRIPTION

INTRODUCTION

The objective of a POSH policy is to create a workplace culture where all individuals are treated with dignity and respect, and where harassment is not tolerated. The policy outlines the guidelines and procedures for reporting, investigating, and addressing harassment incidents, as well as provides training and awareness programs to educate employees on appropriate behavior and respectful workplace interaction.

The core principles of the policy involve Zero Tolerance for Harassment and Discrimination, Communication and Transparency, Non-Retaliation, Confidentiality, Accountability and Consequences.

This policy applies to all students, faculty, staff, and visitors whether on or off-campus for University associated activity.

POLICY STATEMENT

ZERO TOLERANCE STATEMENT

The University has zero tolerance towards any form of the sexual harassment which means:

1.1 “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome act or behaviour (whether directly or by implication), namely

- a) any unwelcome physical, verbal or non-verbal conduct of sexual nature
- b) demand or request for Sexual favours
- c) making sexually coloured remarks
- d) physical contact and advances, or
- e) showing pornography

1.2. Any one (or more than one or all) of the following circumstances , if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

- a) implied or explicit promise of preferential treatment
- b) implied or explicit threat of detrimental treatment in the conduct of the work
- c) implied or explicit threat about the present or future status of the person concerned
- d) creating an intimidating offensive or hostile learning environment




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- e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned

The definitions of the aggrieved woman, campus, employee, student and workplace are as per the UGC notification dated 2nd May 2016 for UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institution) Regulations.

MECHANISM FOR REDRESSAL

ESTABLISHMENT OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

The University shall constitute the Internal Complaints Committee in which a woman faculty member employed at a senior level not below a Professor shall be a Presiding Officer. The members of the committee shall be as follows:

- a) Two faculty members
- b) Two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure.
- d) One member from amongst non-governmental Institutions or associations committed to the cause of women or a person familiar with the issues relating to Sexual Harassment

At least one-half of the total members nominated to the ICC shall be women.

The Presiding Officer, the members as well as the External member shall be nominated by the Board of Management of the University.

The term of reference for the Internal Complaints Committee shall be as per the UGC notification dated 2nd May 2016 for UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institution) Regulations.

Further the guidelines issued by the University Grants Commission from time to time shall be followed for change of constitution pertaining to the committee and its term of reference.




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RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE

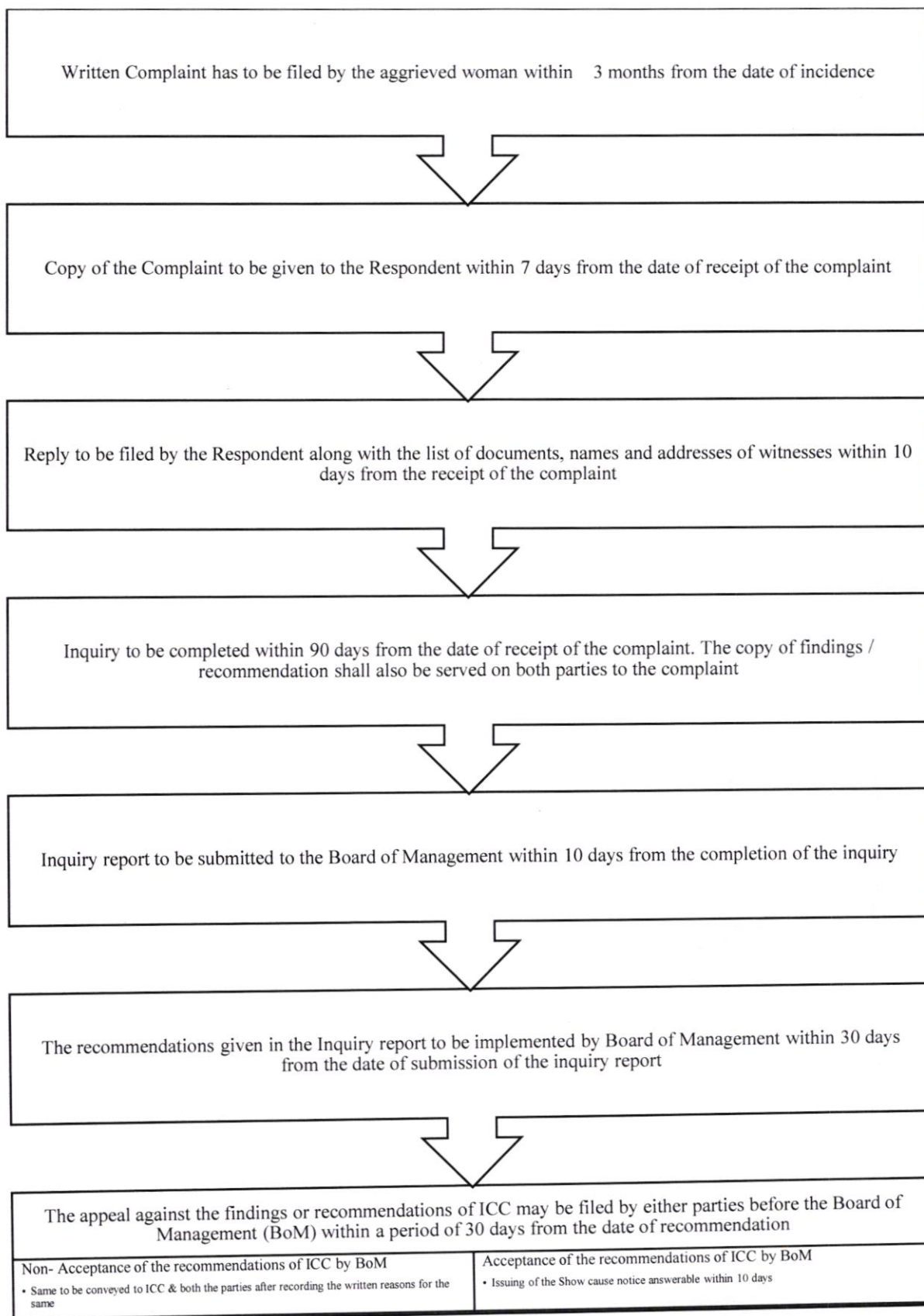
- a) To provide assistance if an employee or student or a student choose to file a complaint with police
- b) To provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights and minimize the need for purely punitive approaches that lead to further resentments, alienation or violence
- c) To protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by the way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint or also provide for the transfer of the offender
- d) To ensure that victims or witness are not victimized or discriminated against while dealing with complaints of sexual harassments
- e) To ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity
- f) To create the awareness about the Prevention of Sexual Harassment Policy



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PROCEDURE & TIMELINES FOR THE REDRESSAL

The process of making a complaint shall involve the following steps:




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- The university shall proceed with the recommendations of the ICC only after considering the reply or hearing the aggrieved person.
- In aggrieved party may seek conciliation in order to settle the matter. No monetary settlements shall be made on a basis on conciliation. The conciliation process shall be facilitated through ICC, as the case may be, once it is sought.
- The regulations for the Interim Redressal, Punishment, Compensation, action against the frivolous complaint shall be as per the UGC notification dated 2nd May 2016 for UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institution) Regulations.
- The identity of the complainant, respondent, and witnesses, along with the details of the inquiry shall be kept confidential to protect the privacy of all parties involved.
- This process aims to ensure a fair, transparent, and timely resolution while safeguarding the rights and dignity of the complainant




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