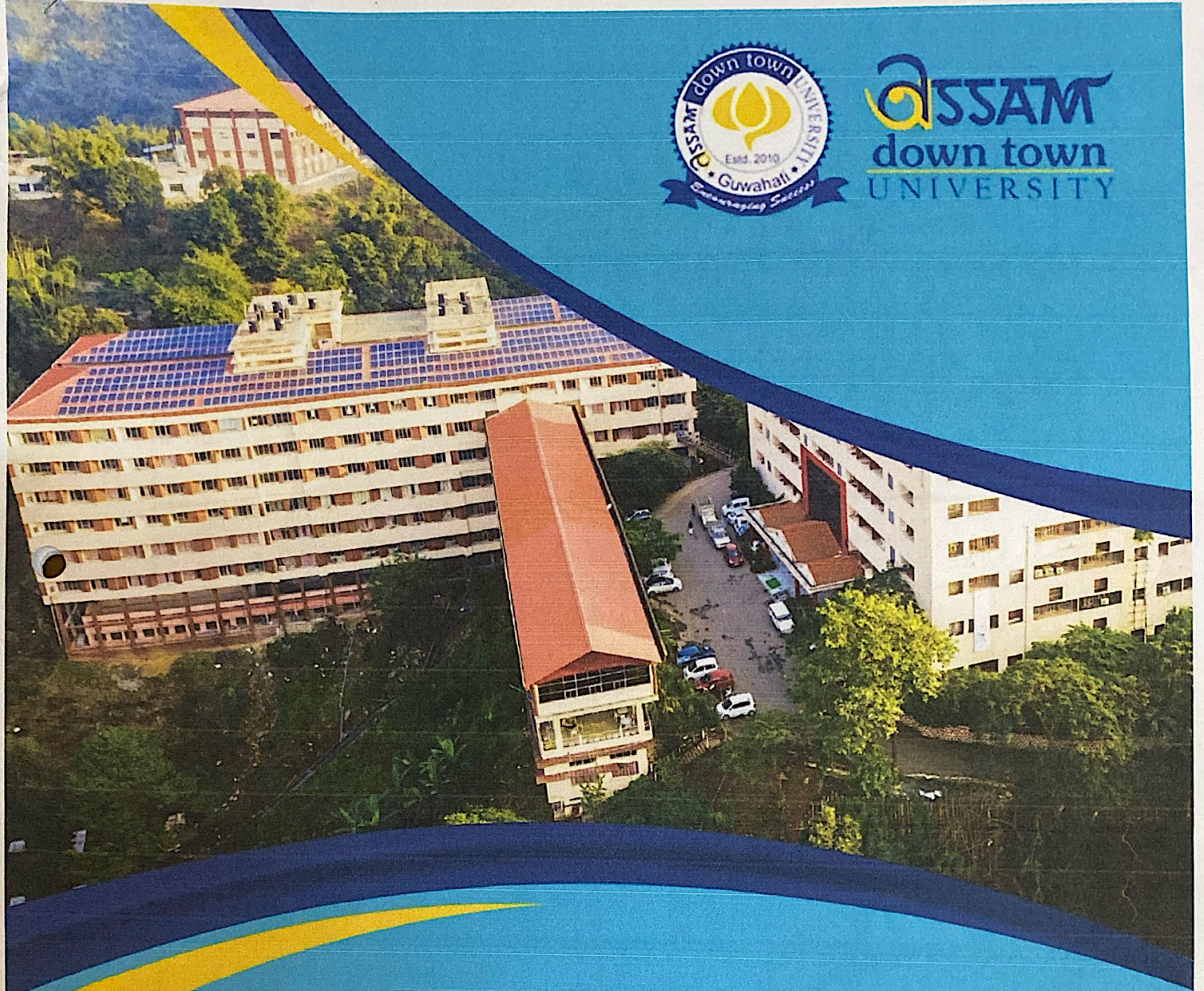


ASSAM
down town
UNIVERSITY



Sexual Harassment Policy

Version 1.1

w.e.f: 11.10.2022

Assam down town University
Sankar Madhab Path, Gandhi Nagar,
Panikhaiti, Guwahati-26, Assam

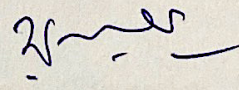


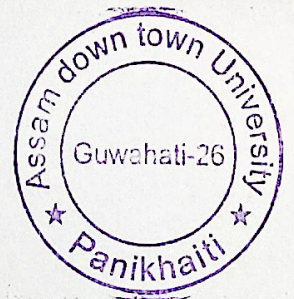
ASSAM
down town
UNIVERSITY

Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted via The ASSAM ACT, NO. VIII OF 2010, Gazette No. LGLR/2010/11) An
ISO 9001:2015 certified & NAAC accredited University

S. No.	POLICY PARTICULARS	
1.	Name of the Policy	Sexual Harassment
2.	Policy Issue/Notification Number/Memo Number	AdtU/IQAC/PoI-2022/93
3.	Date of Release	10.10.2022
4.	Effective From	11.10.2022
5.	Approval Date	10.10.2022
6.	Version	1.1
7.	Policy Title(Required)	Sexual Harassment Policy
8.	Supersede	N.A
Approved By:		



Sexual Harassment Policy

Policy Statement:

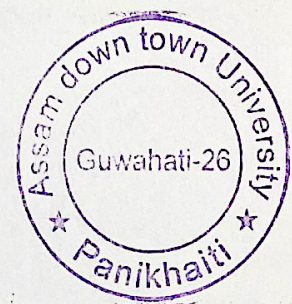
Assam Down Town University (ADTU) is committed to providing a safe, respectful, and inclusive environment for all students, faculty, staff, and visitors. Sexual harassment is strictly prohibited and will not be tolerated within the university premises or any activities associated with ADTU. This policy outlines the expectations and procedures for addressing complaints of sexual harassment and the formation of the Internal Complaint Committee (ICC) to handle such cases.

Definitions:

- a) **Sexual Harassment:** Sexual harassment refers to any unwelcome behaviour pertaining to a sexual nature that includes physical, verbal, or non-verbal actions that may create a hostile, intimidating, or offensive environment for an individual. It includes but is not limited to unwelcome sexual advances, requests for sexual favours, sexually explicit jokes or comments, unwanted touching, or any other form of verbal, non-verbal, or physical conduct of a sexual nature.
- b) **Complainant:** An individual who files a complaint alleging sexual harassment.
- c) **Respondent:** An individual who is accused of sexual harassment.

Internal Complaint Committee (ICC) Formation:

Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (commonly referred to as POSH Act), the formation of an Internal Complaint Committee (ICC) is a mandatory requirement for all organizations. The ICC plays a crucial role in addressing complaints of sexual harassment and ensuring a safe working environment for employees. Here are the reasons why an ICC committee is required under POSH:



Effective Redressal Mechanism: The ICC provides a formal and structured mechanism for addressing complaints of sexual harassment. It ensures that complaints are handled in a fair, impartial, and timely manner, providing a sense of justice to the complainant.

Confidentiality and Privacy: The ICC ensures that confidentiality and privacy are maintained throughout the complaint process. It creates a safe space for complainants to come forward without fear of retaliation or exposure.

Expertise and Sensitivity: The ICC consists of members who are well-versed in gender-related issues, including a legal expert, representatives from women's organizations, and senior members of the organization. Their expertise enables them to handle complaints sensitively and appropriately.

Impartiality and Fairness: The ICC ensures an unbiased investigation process, where both the complainant and the respondent have equal opportunities to present their side of the story. The committee evaluates the evidence and witnesses to arrive at fair and objective conclusions.

Compliance with Legal Requirements: Establishing an ICC is a legal requirement under the POSH Act. Organizations are obligated to set up an ICC to comply with the law and demonstrate their commitment to preventing and addressing sexual harassment at the workplace.

Preventing and Discouraging Sexual Harassment: The presence of an ICC acts as a deterrent against sexual harassment. Knowing that a formal complaint mechanism is in place encourages employees to refrain from engaging in such behaviour, promoting a respectful and safe work environment.

Awareness and Training: The ICC, as part of its responsibilities, conducts awareness programs and training sessions on sexual harassment prevention and workplace behaviour. This helps educate employees about their rights, responsibilities, and the importance of maintaining a harassment-free workplace.

By establishing an ICC, organizations can fulfil their legal obligations, support victims, and foster a culture of respect, equality, and safety within the workplace.



ADTU shall establish an Internal Complaint Committee (ICC) responsible for handling complaints of sexual harassment.

The ICC will consist of the following members:

- i) Chairperson: A senior faculty member or designated administrative personnel, well-versed in gender-related issues.
- ii) Two faculty members: Appointed by the university administration.
- iii) One representative from the local Women's Cell or NGO working on women's rights.
- iv) One legal expert or representative from the legal field.
- v) One representative from the Human Resources department.

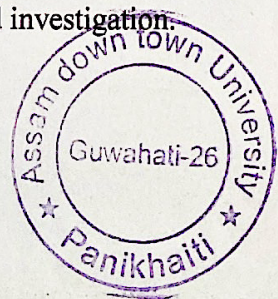
The ICC members shall be appointed for a specific duration by the university administration and shall be responsible for ensuring fair and impartial handling of sexual harassment complaints.

Reporting and Complaint Procedures:

- a) Any individual who experiences or witnesses an incident of sexual harassment at ADTU is encouraged to report it promptly.
- b) Complaints can be lodged through written or electronic means to the ICC Chairperson or any ICC member.
- c) ADTU will provide multiple channels for complaint submission while ensuring confidentiality.
- d) The complaint should include specific details of the incident(s), individuals involved, witnesses (if any), and any supporting evidence available.

Investigation and Resolution Process:

- a) Upon receipt of a complaint, the ICC will initiate a thorough and unbiased investigation.



- b) The ICC will ensure that both the complainant and respondent have an opportunity to present their side of the story, present witnesses, and provide evidence.
- c) The investigation process will be conducted in a timely manner, maintaining confidentiality and sensitivity.
- d) The ICC will make recommendations based on the investigation findings and propose suitable disciplinary actions if required.
- e) The university administration will review the recommendations and take appropriate action, which may include counselling, warnings, suspension, termination, or legal action, as deemed necessary.

Support and Confidentiality:

- a) ADTU will provide support services to the complainant throughout the investigation process.
- b) Confidentiality will be maintained to the extent possible while conducting the investigation, and only individuals involved in the process will have access to the information.
- c) Retaliation against the complainant or witnesses will not be tolerated and may result in disciplinary action against the offender.

Awareness and Training:

- a) ADTU will conduct regular awareness programs and training sessions to educate students, faculty, and staff about sexual harassment prevention, reporting procedures, and the importance of maintaining a safe environment.
- b) Training programs will include information on gender sensitization, understanding consent, and promoting respectful behaviour.
- c) ADTU will also conduct workshops and seminars in collaboration with external experts to address various aspects of sexual harassment and gender equality.



Review and Amendment:

- a) This policy will be reviewed periodically to ensure its effectiveness and compliance with any new legal requirements.
- b) Amendments to the policy will be made as necessary with the approval of the university administration.
- c) Any updates or changes to the policy will be communicated to all members of the ADTU community.

-End-

