



Bal Bharati
PUBLIC SCHOOL
(An Institution of the Child Education Society (Regd.) Delhi)
BRIJ VIHAR, GHAZIABAD

VISHAKHA INTERNAL COMPLAINT COMMITTEE

In view of the Section 4 (1) of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', the Institution hereby constitutes an Internal Complaints Committee (hereinafter referred to as 'Internal Committee' or 'Committee').

1. PREAMBLE:

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'act') requires every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the 'Internal Complaints

Committee and abide by such act. In due compliance of the act, the Bal Bharati Public School, Brij Vihar, Ghaziabad has adopted the following policy.

2. APPLICABILITY & SCOPE:

This policy extends to all the categories of employees of the School.

3. DEFINITIONS:

Sexual Harassment at workplace:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography;



v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Word and Expressions used and not defined in this policy shall have the meanings respectively assigned to them in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as amended from time to time.

4. RESPONSIBILITIES:

All individuals must follow this policy and shall coordinate for effective implementation of this policy.

5. PURPOSE OF THE POLICY:

Sexual Harassment at workplace:

Bal Bharati Public School, Brij Vihar wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. The Institution is committed to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. The Institution will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.



All the employee of the School has a personal responsibility to ensure that their behaviour is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

6. COMPOSITION OF THE INTERNAL COMPLAINT COMMITTEE:

The Committee shall consist of the following members:

LIST OF MEMBERS OF VISHAKHA INTERNAL COMPLAINT COMMITTEE

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| Ms. Swapna Nair | Chairperson (Women working at senior level as an employee) |
| Ms. Neetu Singh Ms. Swati Singh | Members (Appropriate legal knowledge or committed to social work among employees) |
| Ms. Kalpna Raghunathan | Member |