



**MVP Samaj's**  
**Shrimati Vimlaben Khimji Tejookaya Art's Science & Commerce College,**  
**Deolali Camp, Nashik-422401.**

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**POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE**  
**(PREVENTION, PROHIBITION AND REDRESSAL)**

**Preamble**

S.V.K.T. Arts, Science & Commerce College, Deolali Camp, here in after referred to as the College for the sake of brevity believes in equal employment opportunity for all its employees in furtherance of which the College is anchoring this policy against Sexual Harassment (SH).

While adopting a zero-tolerance attitude against any kind of violence or discrimination caused or perpetrated by male/female employees during their tenure with and in course of employment with the College towards female/male employees of the College and of its associate Colleges of MVP Samaj in Maharashtra. The College seeks to create and maintain a safe work environment, free of SH, hostility, retaliation and discrimination.

**Definitions:**

- a) Associate Colleges: Any College of MVP Samaj or any other Education society or Universities in Maharashtra or in India with whom the College may professionally interacts with regards to any matter related to education or Training or its administration in any manner what so ever.
- b) Course of employment with the College: Period commencing from the employee's date of joining and continues till the Employee's date of relieving covering situations where the employee is performing the work of the College as assigned.
- c) Employee of the College Includes person carrying out the work on behalf of the College and may have been hired as Permanent, Temporary, Contracted or on Retainer-ship basis, Part-Time Basis, etc. either directly or through related organizations.

d) Offices of the College: Includes all the offices of the College and its MVP center office in Nashik, or anywhere in Maharashtra or in India and outside and includes offices of its sister concerns, associated Colleges and offices, etc.

e) SH of a female/male employee consists of any unwelcome sexually determined behavior whether directly, overtly or by implication, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons using his/her authority to exploit the sexuality or Sexual identity of a subordinate employee or a co-worker to harass him/her in a manner which prevents or impairs his/her full utilization of employment benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory.

**Explanation: SH shall include but not be limited to:**

i) Physical harassment such as physical contact and advances, suggestive sexual indecent physical conduct, isolating, cornering, trapping or blocking pathway, stalking, lurid stares, excessively lengthy handshakes, fondling, intentional touching, pinching, grabbing, brushing against body, exhibition of pornography or objects, exposure of organs, molestation, assault, rape, etc.

ii) Verbal and gesture harassment such as a demand or request for sexual favors, suggestive or sexually colored remarks / comments / jokes / display of sound, obscene or repeated phone calls, humiliating and/or abusive and/or derogatory speech, Sexual Harassment propositions / innuendoes / slurs / threats, forms of address like 'honey / darling / sweetheart' 'babe' etc.

iii) Written or graphic harassment such as showing of any visual material of an SH nature, displaying or exhibiting pornography or any other SH object /material, obscene or sexually colored e-mails / letters / notes / memos, etc.

iv) Emotional or psychological harassment such as any act of SH nature that has the purpose or effect of-

- Interfering with and adversely affecting an employee's concentration, work performance, productivity, presence, availability, any other employment opportunities; and/or
- Creation of unhealthy, unsafe, intimidating, coercive, humiliating and hostile work environment.

f) Tenure of employment with the College mean the entire period from when an employee joins the College or colleges of the MVP Samaj anywhere in the state of Maharashtra or in India, and will continue till the employee's date of relieving. No person who has already been relieved from the services of the College shall be deemed to be an employee merely because the clearance formalities or full and final settlement has not been completed.

**Scope of policy against SH:**

a) This policy shall be applicable to all written complaints of SH made:

i) By an employee of the College against an employee of the College working within or outside of Maharashtra or India;

ii) By an employee of the College against an employee of the College or associate colleges working within or outside of India;

iii) By an employee of the College against an outsider, visitor, professional or consultant who may have caused SH to her during the course of her employment and within the premises of College / Associate Colleges or offices of the College or associate Colleges, Centre Office of MVP Samaj in the state of Maharashtra or in India.

iv) By any female/male against a male/female employee of the College working within the premises of College / Associate Colleges or offices of the College or associate Colleges, Centre Office of MVP Samaj in the state of Maharashtra or in India.

b) This policy shall also be applicable to occurrences of SH perpetrated by a female to male employee and/or by persons having homosexual orientation.

**Grievance Mechanism:**

a) Procedure for registering complaints

i) A complaint, and on-going / continued acts of Sexual Harassment in furtherance to the original complaint, shall be submitted in writing to or to the Head or any member of the Internal Complaint Committee / Women Harassment Committee mentioned herein after within two working days of the occurrence of an act of SH. Delay in written submission due to confinement; traveling or any exceptional contingency shall be condoned.

ii) A complaint shall include the details of occurrence of an act of SH such as name and designation of the accused, other concerned employee(s), date, time, venue, witnesses, description of act, etc.

iii) No specific format of complaint is required to be submitted.

**b) Enquiry procedure**

i) Each complaint of SH shall be dealt with utmost confidentiality and urgency by a Internal Complaint Committee / Women Harassment Committee consisting of

Dr.J.P.Jadhav	Chairperson of the Committee
Dr.S.B.Singh	Female Representative
Dr.A.S.Kale	Male Representative
Smt. S.A.Adke	NGO Representative

Dr.J.P.Jadhav shall be the designated person of authority responsible for all communications in this regard.

ii) Within three working days from receipt of a complaint, the Internal Complaint Committee / Women Harassment Committee shall commence an official inquiry -

- by informing about the said complaint to the accused and/or the College or the Associate College as the case may be;
- by instructing him/her to stop the alleged act or any other act defined to be SH, and
- by asking an immediate explanation from him/her to the same.

iii) Within five working days from receipt of the original complaint, the designated person shall respond in writing to the complainant informing him/her about the initial steps taken by the College in order to stop the alleged act(s).

iv) Within fifteen working days from receipt of the original complaint, the Internal Complaint Committee / Women Harassment Committee shall record and accordingly communicate in writing to the complainant and the accused, its prima facie findings or charges in the matter, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact finding, truth verification and counseling sessions with persons involved in the alleged act.

v) Unless for some compelling reasons, a complaint shall be finally disposed off no later than one month from receipt of the original complaint by recording the decision of the

Women Harassment Committee, accordingly informing to the complainant and the accused of the same.

vi) All employees of the College are duty bound to assist in the investigative steps, and the required employees' wholehearted participation shall be mandatory in this regard.

Whistleblowers shall be protected from exposure, retaliation or hostility.

Within two working days from receipt of the prima facie finding or the charges, if the complainant or the accused is dissatisfied with the decision of the Internal Complaint Committee / Women Harassment Committee, she or he may appeal specifying the reasons in writing to the principal of the college or the Education Officer of the Society at Centre office, Nasik within five working days from its receipt, the appeal shall be finally disposed off by written communication to the said party. The decision of Education Officer of the Society at Centre office, Nasik shall be final.

**REDRESSAL:**

i) Within 24 hours of the closing of the case file, the Internal Complaint Committee / Women Harassment Committee shall present the same to and inform its decision to the Principal of the College.

ii) In case of a decision establishing an offence of Sexual Harassment of the complainant, within three working days, the Principal of the College shall take a disciplinary action against the offender considering the nature and extent of injury caused to the complainant, the impact of the offence on the College profile as a whole, the position of the harasser, prior complaints or repetition of offence, etc.

iii) The disciplinary action that shall be commensurate with the nature and gravity of the offence, shall include but not limited to, warning, written apology, bond of good behavior, adverse suspension, dismissal or any other relevant reprimand.

iv) In case of a decision establishing an offence of SH of the complainant against an accused as specified in Clause 3 (iii) herein, the Principal of the College shall immediately initiate an action by making a complaint with the appropriate authority at the associate College of MVP Centre Office whatever the case may be.

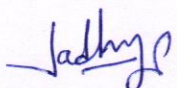
v) An amicable resolution of the complaint is possible only with the written consent of the complainant.

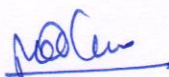
vi) The decision of the disciplinary action shall be final and cannot be appealed.

The College may make counseling or any other support service regarding SH facility for medical, legal, available to all its employees. Employee seeking such a facility shall approach the designated counselor.

The College shall prepare annual report summarizing complaints and redressal of SH cases. The said report as well as all documents in the custody of the College regarding SH complaints shall be designated 'Confidential'.

The policy against SH shall be updated from time to time and made accessible to all the employees.

  
**(Dr. J.P. Jadhav)**  
Chairperson  
Internal Complaint Committee

  
**(Dr. V.J. Medhane)**  
Principal  
**PRINCIPAL**  
Smt. Vimlaben Khimji Tejokaya  
Arts, Science & Commerce College  
Deolali Camp, (Nasik)