

POLICY ON SEXUAL HARASSMENT

Our institution is committed to providing a workplace that ensures every employee, especially women, is treated with dignity, respect, and equality. The institution promotes a professional work environment conducive to personal and professional growth and does not tolerate any form of sexual harassment.

Scope: This policy applies to all employees, including permanent, contractual, temporary, and trainees, as well as individuals associated with the institution, such as clients, vendors, and external associates.

Definition of Sexual Harassment: Sexual harassment includes, but is not limited to:

- Physical contact and advances.
- Requests or demands for sexual favors.
- Making sexually colored remarks.
- Showing or circulating explicit content.
- Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Responsibilities Regarding Sexual Harassment:

Employer's Responsibilities:

- Provide a safe working environment.
- Treat sexual harassment as misconduct.
- Display the consequences of sexual harassment prominently.
- Conduct awareness programs and training for sensitizing staff about the issue.
- Support the Internal Complaints Committee (ICC) in handling complaints.
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Employee's Responsibilities:

- Maintain behavior in alignment with this policy.
- Promote a harassment-free workplace environment.
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Complaint Mechanism: A robust complaint mechanism is established through an Internal Complaints Committee (ICC) to address grievances related to sexual harassment.

Complaints must be submitted in writing or via email to the ICC Chairperson within 30 days of the incident. The ICC ensures time-bound redressal and confidentiality throughout the process.

Internal Complaints Committee (ICC): The ICC at Al Azhar College will comprise:

- A Chairperson (a senior woman faculty member).
- A Welfare Officer.
- Three other members (with at least two women).

Roles of the ICC:

- Investigate all complaints formally and thoroughly.
- Take remedial actions in substantiated cases.
- Prevent harassment through awareness and strict measures.

Procedure for Complaint Resolution

Employees can report incidents via written complaints addressed to the ICC.

The ICC will:

- Conduct a fair investigation.
- Maintain strict confidentiality.
- Ensure a resolution within a stipulated time.

Awareness and Training:

- Regular workshops, seminars, and training sessions will be organized to educate employees about their rights and responsibilities under this policy.

Penal Actions:

Violations of this policy will attract strict disciplinary actions, including termination or legal proceedings, as per institutional guidelines and applicable laws.