

**POLICY ON SEXUAL HARASSMENT FOR ANTI-SEXUAL HARASSMENT
COMMITTEE/ INTERNAL COMPLAINTS COMMITTEE (ICC) OF**



LOYOLA COLLEGE OF EDUCATION, NAMCHI, SIKKIM – 737 126



Introduction

A comprehensive policy on sexual harassment is crucial for the Anti-Sexual Harassment Committee/ICC of Loyola College of Education to effectively address and prevent incidents of sexual harassment within the institution. Loyola College of Education is committed to providing a safe and respectful learning and working environment for all students, staff, and visitors.

This policy outlines the College's zero-tolerance stance against sexual harassment and establishes procedures for reporting, investigating, and addressing incidents of sexual harassment.

Preamble

Whereas, every individual has the right to work and learn in an environment free from harassment and discrimination;

Whereas, sexual harassment undermines the dignity, integrity, and well-being of individuals, and has a detrimental effect on workplace and educational climates;

Whereas, it is the responsibility of every organization and institution to ensure the safety and well-being of its members, and to promote a culture of respect, equality, and inclusivity;

Whereas, the Anti-Sexual Harassment Committee/ICC of Loyola College of Education, Namchi was established in 2013 with the purpose of addressing issues related to sexual harassment, and to provide mechanisms for prevention, Redressal, and education.

Whereas, this policy seeks to define sexual harassment, establish procedures for reporting and addressing incidents, and promote awareness and understanding within the community;

Therefore, it is hereby resolved that the following policy on sexual harassment shall govern the conduct and procedures of all members within Loyola College of Education, Namchi

This preamble sets the context for the policy by emphasizing the importance of a harassment-free environment, the role of the committee, and the purpose of the policy itself. It underscores the commitment to preventing and addressing sexual harassment and creating a safe and respectful environment for all.

Definition of Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favours, or other verbal, nonverbal, or physical conduct of a sexual nature that:

- Explicitly or implicitly affects an individual's employment or education.
- Creates an intimidating, hostile, or offensive environment.



- Sexual harassment may occur between individuals of the same or different genders and may involve individuals of equal or unequal power

Objectives of the Sexual Harassment Policy

1. Prevention

- The primary objective of the policy is to prevent instances of sexual harassment from occurring within the organization or institution.
- This involves creating awareness about what constitutes sexual harassment, promoting a culture of respect and equality, and implementing preventive measures such as training programs and clear communication of expectations.

2. Protection:

- The policy aims to protect individuals from experiencing or being subjected to sexual harassment.
- It outlines procedures for reporting incidents of sexual harassment, ensures confidentiality and non-retaliation for complainants, and
- provides avenues for seeking redressal and support.

3. Prompt Response:

- Another objective is to ensure that incidents of sexual harassment are addressed promptly and effectively.
- This involves establishing clear procedures for reporting and investigating complaints, conducting fair and impartial investigations, and taking appropriate disciplinary action against perpetrators.

4. Support and Redressal:

- The policy seeks to provide support and assistance to individuals who have experienced sexual harassment.
- This includes offering counseling services, facilitating access to legal resources if needed, and implementing measures to prevent further harassment or retaliation.

5. Education and Awareness:

- The policy aims to promote awareness and understanding of sexual harassment among all members of the organization or institution.
- This involves conducting regular training sessions on the policy, fostering open dialogue about issues related to sexual harassment, and promoting a culture of respect, consent, and dignity.

6. Compliance and Accountability:

- Lastly, the policy aims to ensure compliance with relevant laws and regulations governing sexual harassment and hold individuals accountable for their actions.
- This includes monitoring and evaluating the effectiveness of the policy, conducting periodic reviews and updates as needed, and fostering a commitment to zero tolerance for sexual harassment.



By addressing these objectives, the policy on sexual harassment aims to create a safe, inclusive, and respectful environment for all members of the organization or institution.

The Functions and Responsibilities of Anti-Sexual Harassment Committee/ICC

The Anti-Sexual Harassment Committee is responsible for:

- Promoting awareness of the College's sexual harassment policy.
- Receiving and investigating complaints of sexual harassment in a timely and confidential manner.
- Taking appropriate action to address confirmed incidents of sexual harassment.
- All members of the College community have a responsibility to:
 - Refrain from engaging in sexual harassment.
 - Report any incidents of sexual harassment promptly to the Anti-Sexual Harassment Committee/ICC

Reporting Procedures

- Any individual who experiences or witnesses sexual harassment should report the incident to any member of the Anti-Sexual Harassment Committee or Police Station.
- Reports can be made verbally or in writing and may be submitted anonymously.
- The Committee will ensure confidentiality to the extent possible while conducting investigations.

Investigation Process

Once a complaint is filed for sexual harassment, the Anti-Sexual Harassment Committee/ICC will conduct a thorough and impartial investigation. This investigation will include gathering relevant evidences interviewing the victim, the accused, and any witnesses, and providing an opportunity for the accused to respond to the allegations.

The Committee will reach a determination/solution based on the preponderance of evidence and take appropriate disciplinary action if the allegations are substantiated.

Confidentiality: The person receiving the complaint should ensure confidentiality and handle the matter with sensitivity. It's important for the victim to feel safe and secure in reporting the harassment.



Disciplinary Actions

After the investigation, the Committee will determine whether the complaint is substantiated and, if so, take appropriate action. This could include disciplinary action against the perpetrator, such as warnings, suspension, or termination from the College.

Disciplinary actions will be commensurated with the severity of the offense and may include counseling, training, probation, or other measures as deemed appropriate.

Support Resources

The College will provide support resources to individuals who have experienced sexual harassment, including counseling services, medical assistance, and legal guidance.

The College will also implement measures to prevent retaliation against individuals who report incidents of sexual harassment.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.

Amendments to the policy may be made as necessary to address emerging issues or improve procedures.

Documentation: The Committee will document the entire process of investigation starting from the complaint received from the victim till the action rendered out to the accused, including dates, times, locations, and any witnesses.

Support for the Victim: Throughout the process, the victim should be provided with support and resources, including counseling services if needed. It's important for the organization to prioritize the well-being of the victim.

Follow-up: After the complaint has been resolved, the Committee will follow up with the victim to ensure that the harassment has stopped and that they feel safe in the workplace.

Prevention Measures: The College will also take steps to prevent future instances of sexual harassment, such as providing training for employees and implementing clear policies and procedures.

The employees will be oriented to familiarize themselves with this policy with specific procedures for reporting sexual harassment and to feel empowered to speak up if they experience or witness harassment in the premises




THE COMPOSITION OF THE ANTI-SEXUAL HARASSMENT COMMITTEE OF LCE, NAMCHI

No.	NAME	Designation	Mobile No.	Email Id.
1	Dr. Sandhya Rai Asst. Professor, LCE	Chairperson	94341 43720	sandhyarai269@gmail.com
2.	Ms. Julie Chhetri Asst. Professor, LCE	Member	9733161617	julekha.chhetri@gmail.com
3.	Ms. Sernya S. Bhutia Asst. Professor, LCE	Member	9593232785	sernya1994@gmail.com
4.	Ms. Jebanoor Ansari NGO, Dristi, Namchi	Member	9832097577	zebaansari107@gmail.com
5	Ms. Olrika Minj Asst. Professor, LCE	Member	6392712856	olrika05@gmail.com
6	Ms. Seema Raba Non-Teaching Staff	Member	8116466426	
7.	Ms. Pratibha Dewan Student Representative	Member	8116871492	pratibhadewan462@gmail.com
8	Ms. Sikcha Koirala Student Representative	Member	9547991448	sikchakoirala80@gmail.com
9	Ms. Geeta Subba Advocate	Member	9733161205	geetapandhak@gmail.com

Loyola College of Education is committed to fostering a culture of respect and dignity, free from sexual harassment. All members of the College community are expected to uphold this commitment and contribute to creating a safe and inclusive environment for everyone.




Principal
Loyola College of Education
Namchi- 737126, South Sikkim