

WOMEN CELL
BOOKLET ON SEXUAL HARASSMENT
AT WORKPLACE
(2024-2025)



GOVERNMENT DEGREE COLLEGE
SARAHAN, DISTRICT SIRMAUR (H.P.)



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SEXUAL HARASSMENT AT WORKPLACE

Any sexual conduct - verbal, non-verbal, visual, psychological or physical - that causes a person to be offended, humiliated or threatened.

Can happen to **men, women or between the same gender!**

Types Of Sexual Harassment

	<p>PHYSICAL</p> <p>Inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging and standing or sitting too close until the other person feels uncomfortable</p>	
	<p>VISUAL</p> <p>Showcasing pornographic material, drawing sex-based letters, sexual exposure and being shown obscene materials</p>	
	<p>PSYCHOLOGICAL</p> <p>Making sexual remarks about your body, promised gifts, good assessment & promotion if you accept sexual favour requests, and unwanted constant texting</p>	
	<p>GESTURAL</p> <p>Leering; holding or eating food provocatively, and hand signals or sign language denoting sexual activity</p>	
	<p>VERBAL</p> <p>Offensive or suggestive remarks, comments, jests, sounds, inappropriate questions and jokes using obscene language that have sexual connotations</p>	



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WOMEN CELL/INTERNAL COMMITTEE UNDER SEXUAL HARASSMENT:

1. Dr. Mollam Dolma
2. Sh. Sudesh Kumar
3. Dr. Reema Sharma
4. Ms. Priyanka Sarao
5. Smt. Kiran Kant (Asst. Librarian)
6. Smt. Shayama Devi (Peon)
7. Smt. Shanti Devi (Peon)
8. Ms. Shikha Sharma, BA 2nd Year-23259

Women Helpline (1091, 181)
Gudiya Helpline (1515)
Hoshiar Singh Helpline (1090).

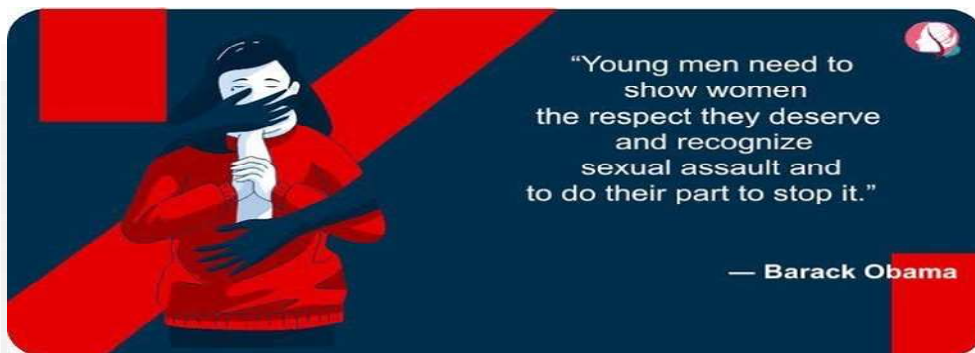


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University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015.

Objectives:

- To make the students and employees of the Higher Educational Institutions aware of their legal rights and protections available to them in an accessible language.
- To empower them with the knowledge they need to reach out to the authorities whenever needed.
- To enable students and employees to question if their campuses are safe and whether their educational institution is ICC compliant or not.
- Higher Educational Institutions and its Executive Authorities to be aware of their duties and obligations under the legal frameworks provided to protect students and employees from sexual harassment at the workplace.
- To spread awareness among its community of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment and everything around it.

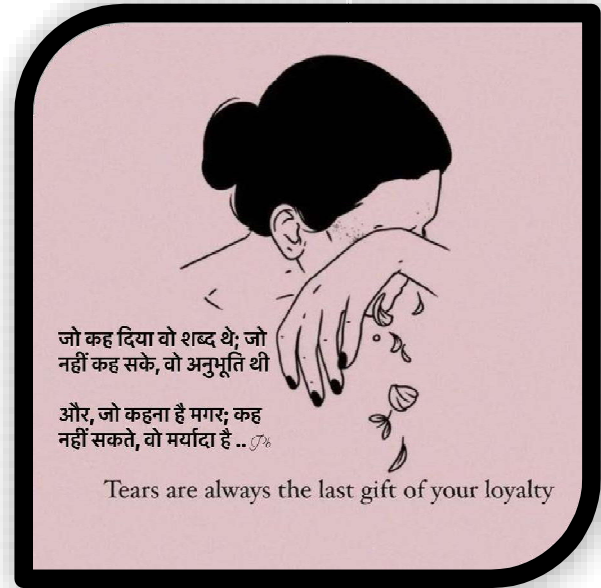




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RIGHTS OF WORKING WOMEN:

- Work with dignity in a safe and secure environment.
- Prevention from sexual harassment
- Obtain hearing and relief from Internal committee.
- Seek their own or perpetrator's transfer.



EMPLOYER'S RESPONSIBILITIES

- Prioritise Prevention and Deter acts of sexual harassment.
- Amend organisation Rules and Regulations to recognise sexual harassment as misconduct and provide Penalty for the same.
- Strict and mandatory implementation of the Vishakha guidelines.
- Formulate a sexual harassment policy based on the Vishakha guidelines to demonstrate zero tolerance to sexual harassment.
- Prominent notification of the Vishakha guidelines at workplace.
- Organise and Conduct worker's meetings, employer-employee meetings about sexual harassment periodically.
- Provide procedures for resolution, settlement, and prosecution of sexual harassment.
- Names and Contact details of the Internal Committee members shall be publicly displayed on the organisation website and premises.
- Employer shall take cognizance of sexual harassment from outsiders / third parties.



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COMPLAINTS REDRESSAL MECHANISM

- All workplaces shall have an Internal Committee for prevention and redressal of sexual harassment.
- Internal Committee shall have a woman as the chairperson, fifty percent women members, an NGO or external expert familiar and oriented towards sexual harassment as an issue.
- Internal Committee will function as the Enquiry Authority as per interim order given by the Supreme Court in Medha Kotwal vs. Union of India, 2004.
- Internal Committee members shall be accessible, approachable, committed, sensitive and understanding.
- Complaint procedure shall be time bound and done confidentially.
- Complainants or witnesses shall not be victimized or marginalized against, while dealing with complaints.
- Internal Committee shall make an annual report of their activities.

Examples of Sexual and Non-Sexual Harassment

Sexual harassment in the workplace

- Sharing sexually inappropriate images or videos
- Sending suggestive letters, notes, or e-mails
- Making inappropriate sexual gestures
- Inappropriate touching




Non-Sexual Harassment in the workplace

- Using racist slang, phrases, or nicknames
- Making negative comments about an employee's personal religious beliefs
- Sharing inappropriate images, videos, emails, letters, or notes
- Wearing clothing that could be offensive to a particular ethnic group






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AIRPORTS AUTHORITY OF INDIA




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SEXUAL HARASSMENT AT WORKPLACE

The Sexual Harassment of
Women at Workplace
(Prevention, Prohibition and
Redressal) Act, 2013


A MAN COMMITTING ANY
OF THE FOLLOWING ACTS




Towards a new dawn




Making unwelcome advances
and physical contact




Demanding or requesting
sexual favours




Showing pornography
against will



Passing sexually
coloured remarks



Any other unwelcome
physical, verbal or non-verbal
conduct of a sexual nature

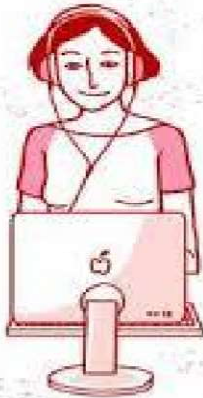


**Imprisonment
for
1-3 YEARS
and/or
Fine**

END VIOLENCE AGAINST WOMEN AND GIRLS NOW!

Implementing the Sexual Harassment of Women at the Workplace Act

The State and employers bear equal responsibility to ensure the dignity of women as workers by securing safe workspaces for women.



What is Sexual Harassment?

It includes any or several of the following **unwelcome or unwanted** acts:

- Physical contact and advances
- Demand or request for sexual favours
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This may become a condition for the progress or detriment to a woman's employment; or it may make the workspace intimidating and hostile towards women in general.

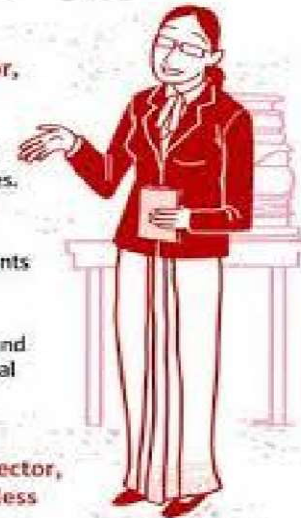


What kind of Workplaces does the Law Cover?

The law covers all workplaces in the organized and the unorganized sector. It includes government and private offices, hospitals, universities, sports facilities, construction sites, and also residential homes to protect domestic workers. The law extends protection to women discharging work-related duties outside the office premises.

In the Organized Sector, the Employer Must:

- Ensure a safe working environment for women through awareness drives.
- Establish an Internal Complaints Committee (ICC) to address complaints of sexual harassment.
- Take action against wrongdoers who are found to have committed sexual harassment by the ICC.



For the Unorganized Sector, or Organisations with less than 10 Workers:

The State Government must notify District Officers who:

- Appoint nodal officers at the taluka/ block/ tehsil/ ward/ municipality levels to receive complaints of sexual harassment.
- Appoint a Local Complaints Committee (LCC) to inquire into charges of sexual harassment at the workplace and recommend action for redressal.
- Take steps to spread awareness on the rights of women.





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“There is one universal truth, applicable to all countries, cultures and communities: violence against women is never acceptable, never excusable, never tolerable.”



- Ban Ki-moon
#16Days

**IF YOU'VE BEEN SEXUALLY ASSAULTED,
KNOW IT'S NOT YOUR FAULT**

**& IT'S NEVER TOO
LATE TO GET HELP.**