

Pt. Uma Dutt Public School, Dholpur

Guidelines on Prevention of Sexual Offence / Harassment Against Women at Workplace

1. Purpose

These guidelines ensure a safe, respectful, and dignified workplace for all female employees by preventing, prohibiting, and addressing any form of sexual harassment or misconduct.

2. Scope

Applies to:

- All women employees – teaching, non-teaching, contractual, part-time, volunteers, and visitors
- Any person interacting with staff on campus
- All areas of school premises including classrooms, offices, playgrounds, transport, and digital communication

3. Definition of Sexual Harassment

Includes but is not limited to:

- Unwelcome physical contact or advances
- Demand/request for sexual favours
- Sexually coloured remarks, jokes or comments
- Showing pornography or obscene content
- Any physical, verbal or non-verbal conduct of a sexual nature that creates a hostile or uncomfortable environment
- Online/digital harassment through messages, emails, social media

4. Internal Complaints Committee (ICC)

School shall maintain a functional ICC as per law, consisting of:

- **Presiding Officer (Woman senior staff)**
- **Two teaching/non-teaching members**
- **One external member (NGO/legal expert)**

ICC will receive complaints, hold inquiries, and recommend appropriate action.

5. Workplace Conduct Rules

- Maintain professional, respectful behaviour toward all women employees.
- Use of vulgar, indecent, or suggestive language is strictly prohibited.
- Avoid one-to-one meetings in isolated areas without official requirement.
- No employee shall retaliate against a woman for filing or planning to file a complaint.

- All staff must be aware of legal consequences of sexual harassment.

i. Complaint Procedure

- Complaints can be **written, emailed, or submitted to ICC** within 3 months of the incident.
- ICC will acknowledge receipt and begin inquiry within 7 days.
- Inquiry to be completed within **90 days**.
- Confidentiality of the complainant will be strictly maintained.
- Action will be taken as per findings: warning, suspension, termination, or legal reporting.

7. Safeguards for the Complainant

- No victimization, discrimination, or pressure during inquiry.
- Option for leave up to **3 months** (not deducted from regular leave).
- Transfer or adjustment of duties for safety if required.

8. Disciplinary Action

If the complaint is proven true, actions may include:

- Written apology
- Warning
- Salary deduction as compensation
- Suspension
- Termination
- Police complaint for criminal prosecution in severe cases

9. Awareness & Sensitization

- Annual workshops for all staff on workplace safety and gender sensitivity.
- Display ICC details, complaint process, and helpline numbers on notice boards.
- Orientation for new staff on workplace behaviour norms.

10. Confidentiality & Record Keeping

- Identity of complainant, respondent, and witnesses shall remain confidential.
- All records to be maintained by the ICC in sealed, confidential files.

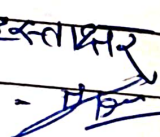

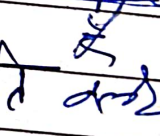
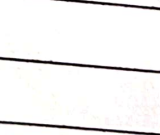
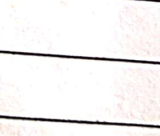
11. Zero-Tolerance Policy

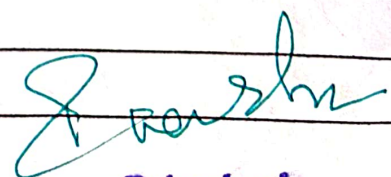
Pt. Uma Dutt Public School has **zero tolerance** for any behaviour that violates the dignity of staff and students. Any proven misconduct will result in strict disciplinary and legal action.

Date: _____
Page: _____

ब्राह्मण्य पर महिलाओं के प्रति अपराध को रोकने हेतु समिति का गठन: -

आज दिनांक 15 मार्च 2025 को गत सत्रों की तरह इस सत्र 2025-26 के लिए महिलाओं के प्रति किसी भी प्रकार के अपराध को रोकने हेतु की. वी.एस. की वॉर्ड लाइन के अनुसार पर उमादत पब्लिक स्कूल द्यालपुर में समिति का गठन किया गया। जो निम्नानुसार आंकित है।

क्र. -	नाम	पद -	हस्ताक्षर
1	श्रीमती मृगुला त्रिवेदी	प्रभारी समिति	
2	श्रीमती कुसुमलता मिश्रा	सदस्य समिति	
3	श्रीमती रेन रावत	" "	
4	श्री जितेंद्र सिंह	" "	
5	श्री कनू प्रिया काशिक	सदस्य समिति	



Principal
Pt. Uma Dutt Public School
Leela Nagar, G. T. Road
Dist. PUNJAB - 328001