



SLATE SCHOOL

Shiv Vihar, Gali No. 20, Phase-7, Delhi-110094
Mustafabad, Gali No. 18, Delhi-110094
Gali No. 3, Main Brijpuri Road, Delhi-110094

Date 21st/Febl
2026

SEXUAL HARASSMENT COMMITTEE

(Sexual Harassment of Women at Work Place - Prevention, Prohibition and Redressal Act-2013)

INTRODUCTION OF THE SLATE SCHOOL, North East Delhi is running under the Society for Learning and Advancement through Empowerment. It is a co-education and girls school up to Grade 12th with curriculum based on International Board, Switzerland.

As on date the strength of the school is 750 and 300 Girls & 450 Boys students in on-going session.

Total Academicians are up to 73 with comprising of 66 female and 7 male academicians

As per provisions of sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act.2013, it is obligatory for the school to constitute a Sexual Harassment Committee for female employees/girls (students) in the school. The present members of the complaints committee deal with the complaints of sexual harassment in accordance with the guidelines laid down by the supreme court of India and the Act mentioned at Para 1 above relating to sexual harassment of women workers at work places and girls.

The Sexual Harassment Committee Comprises of the following Members:

S.NO	Name	Designation	email	Contact number
1	Ms. Saziya	Academic Incharge	saziya.mansoori530877@gmail.com	9205397258
2	Mr. Yusuf	Academic Incharge	ysaifi600@gmail.com	8929133994
3	Ms. Iram	Academic Incharge	sabir97183@gmail.com	9599239931
4	Mrs. Nazia	Teacher	naziarajaji002@gmail.com	9625632234
5	Dr. Manveen Kaur	Hod CGJ, HIPA(external)	manveenftc@redifmail.com	9911938168
6	Ms. Iqra Khalid	Lawyer (external)	khalid.iqra@gmail.com	9811143883

SHC-I


Director Signature


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Committee against sexual harassment

Date..... 21/11/2021

In light of the landmark Supreme Court judgment of 1977 and the subsequent legislation passed by Parliament in 2013, aimed at upholding the fundamental human right of gender equality and safeguarding against sexual harassment and abuse, particularly within workplace environments, the University Grants Commission (UGC) has consistently issued directives since 1998. These directives extend to all educational institutions, urging them to establish dedicated permanent cells and committees to address issues related to sexual harassment, violence against women, and ragging on their campuses. Furthermore, institutions are encouraged to proactively cultivate an inclusive and respectful atmosphere where the dignity and status of women are upheld. In alignment with these principles, it is imperative for educational institutions across India to prioritize the development and implementation of comprehensive guidelines and protocols to effectively combat instances of sexual harassment and violence, ensuring the safety and well-being of all members of their academic communities.

Objectives:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination (if any).
- Sensitizing employees about sexual harassment issues.

Procedure for filing complaints

1. Anyone within the institution who experiences or witnesses sexual harassment may lodge a complaint with the Committee.
2. Complaints may be made orally, via email (principal@dpskollur.in), or in writing. In the case of oral complaints, they will be promptly documented by the Committee member receiving the complaint and authenticated by the complainant's signature.

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Date 21st / Feb 2020

3. The identity of the complainant will be kept strictly confidential throughout the process.

Procedure for filing a complaint /grievance without revealing identity

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the counselling room. Here, it should be noted that according to the supreme Court guideline Sexual harassment can be defined as "unwelcome" Sexually determined behaviour (whether directly or by implication) as by the Parliament in this regards.

a) Physical contact and advances.
b) Demand or request for sexual favours.
c) Sexually coloured remarks.
d) Showing pornography. e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgement by Supreme Court) and the Act passed. The following will also be treated as sexual harassment and are covered by the committee :-

- a) Eve-teasing
- b) Unsavory remarks c) Jokes causing awkwardness
- d) Innuendos and taunts
- e) Gender-based insults
- f) Unwelcome sexual overtones
- g) Touching or brushing
- h) Displaying offensive material
- i) Forcible physical touch
- j) Physical confinement
- k) Stalking
- l) Blackmail or Threats
- m) Forced Exposure
- n) Inappropriate Gifts or Gestures
- o) Sexual Propositions or Pressure
- p) Cyber bullying
- q) Exclusion or Isolation

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- r) Mockery or Ridicule.
- s) Sexual Harassment by Proxy
- t) Coercive Relationships

Procedure for dealing with complaints

Filing of a Complaint

- Any associate who believes they have experienced sexual harassment may file a complaint with any member of the committee.
- Upon receiving a complaint, the committee member will inform the committee head.
- A meeting will be arranged within one week of receiving the complaint to discuss the raised concerns.
- Complaints must be brought within 30 working days of the incident, and efforts will be made to obtain a written complaint including details of the incident, dates, and names of witnesses, signed by the complainant.

Process of Enquiry

- The complainant will prepare a detailed statement of incidents/allegations, which will be shared with the accused.
- The accused will be given an opportunity to respond to the allegations within a specified time frame.
- Confidentiality of statements and evidence obtained during the inquiry process will be maintained.
- Verbal hearings will be conducted with both parties, and testimonies of relevant persons will be taken, ensuring no retaliation against witnesses.
- Both the complainant and accused are expected to refrain from any form of intimidation or influencing of witnesses.
- The committee will make a decision after reviewing all evidence and statements fairly.
- Both parties will be informed of the investigation results upon its completion.
- The committee may make interim recommendations such as suspension, transfer, or change of work location pending the outcome of the complaint.

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- The investigation report with recommendations will be prepared within 4 weeks of filing the complaint.
- If harassment is found to have occurred, prompt remedial action will be taken, including restoring lost terms or conditions to the complainant and disciplinary action against the accused, which may include termination.
- Documents related to the complaint will be maintained confidentially.

Decision and Action

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred ; prompt, remedial action will be taken. The committee members will share the investigation details and findings thereof with the appropriate functional head and agree on the applicable disciplinary action. This may include some of all of the following:

a. the case of academic / administrative / technical /nonteaching staff / management, disciplinary action could be in the form of one or more of the following :-

- Warning.
- Written apology.
- Adverse remarks in the Confidential Report.
- Debarring from supervisory duties.
- Denial of re-employment.
- Stopping of increments/promotion.
- Reverting, demotion.
- Transfer if applicable.
- Dismissal.
- Any other relevant mechanism.

b. case of students, disciplinary action could be in the form of :-

- Warning.
- Written apology.
- Withholding result.

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- iv. Debarring from exams.
- v. Debarring from holding posts.
- vi. Expulsion. vii. Denial of admission.
- viii. Any other relevant mechanism.

Confidentiality about the case:

Sexual harassment is a sensitive topic and the complainant would like to keep it as a secret. While almost everyone agrees that it is right to maintain the confidentiality of the complainant, there may be questions on why the respondent gets the same privilege. Sometimes the behavior that the complainant found harassing may not be intentional and the respondent might be ready to correct his

behavior. There is also a chance that the accusation was used as retaliation or with malicious intent. This can ruin the reputation of the respondent when he is innocent.

- Get every IC member to sign a non-disclosure agreement to declare that no information other than what is required will be shared with anyone inside or outside the school.
- It is highly impossible for some people in the school to not know about the incident, like teachers and academic staff. When information must be shared with others, restrict the flow of information on a need-to-know basis.
- Include the clause of confidentiality in the Sexual Harassment policy. Policy should have clear guidelines on how an employee should handle information about incidents from co-workers.
- School levy heavy fine on people who leak information. Intuition can use discretion to make a decision on this.
- Create awareness on the importance of maintaining confidentiality and consequences of information leak.
- Maintaining confidentiality about the details of the complainant, respondent, witnesses and all other details regarding the complaint is the responsibility of the IC members.

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Conclusion

The school will ensure that all women employees and girls students feel safe and secure in the premises. The committee will implement and review the policy. The school reserves the right to amend and frame the policy effectively to ensure its continued relevance and effectiveness in addressing sexual harassment.


Signature
Sushil

(Administrative Director of School)


Signature

Dr. Tarannum Siddiqui

(Honorary Academic Director of School)

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