

Subject: Constitution of Committee POSH Act 2013: NAMS

President NAMS has constituted an internal complaint committee to deal with the complainant on the matter with the members a:

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| 1. Dr. Neerja Bhatla, Vice President | Chairperson |
| 2. Dr. A.K. Sood, Deputy Secretary | Member |
| 3. Mrs. Meena Kapoor, Publication Officer | Member |

This POSH Act asks all employers to comply to a set of measures to prevent prohibit and redress sexual harassment at the workplace. The aim of the POSH Act is to protect not only women employees at workplace, but also all women at the workplace. This means an employer has the responsibility provide protection to all women who enter his/her workplace. This can be an employee, client, visitor, vendor, intern, trainee or probationer. She has the right to a safe working environment.

The POSH Act wants the employer to take every measure to improve awareness about sexual harassment at workplace among the employees.

The report of the Committee will be considered as inquiry report for action as per conduct rule.

Dr. Umesh Kapil

DEFINITION OF SEXUAL HARASSMENT

Sexual Harassment: Unwelcome sexually determined behaviour, whether directly or by implication, such as:-

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

- i. Implied or explicit promise of preferential treatment in employment, or
- ii. Implied or explicit threat of detrimental treatment in employment, or
- iii. Implied or explicit threat about her present or future employment status, or
- iv. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. Humiliating treatment likely to affect her health or safety.

Procedure for lodging complaint to Internal Committee

The complainant will immediately report the incident to Chairman/Member of Internal Committee with copy to NAMS through an Email.

The Committee on receipt of Email will contact the complainant, ascertain the fact. On receipt of a complainant, facts of the allegation are required to be verified. This is called preliminary enquiry or investigation. The Complaints Committee conducts the investigation. They may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a charge-sheet, Disciplinary Authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved. Therefore, this is a very important part of the investigation. The report of the Committee will be considered as inquiry report for action as per conduct rule.

NAMS Office will provide Secretarial assistance and support to the internal Complaint Committee.

The Committee will submit its report to Secretary NAMS for further action as per the provisions of Act.