**GOVERNMENT MEDICAL COLLEGE, AMRITSAR**

**Policy for Prevention of Sexual Harassment of Women at the Workplace**

**Purpose**

Government Medical College, Amritsar, is committed to providing a safe workplace for all women working in the institution.

This policy adheres to 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' ("Act") and extends its provisions to all employees of Government Medical College, Amritsar.

The goal is to ensure a harassment-free work environment, safeguarding the dignity and respect of all staff and faculty members, and to provide a clear, swift complaint resolution process for those who experience harassment.

**Objectives**

The policy aims to promote a conducive social, physical, and psychological workplace environment through the following objectives:

* To create awareness among all employees.
* To prohibit unwelcome behaviour constituting workplace sexual harassment.
* To ensure equal respect for all individuals without gender-based discrimination.
* To provide an unbiased and empathetic redressal process.

**Date of Commencement and Review**

* The incumbent - Internal Complaints Committee (ICC) on Sexual Harassment of Women at the workplace was constituted on 10th, June, 2022.
* The ICC will normally be reviewed every three years.

**Protection Under This Act**

* All women working at Government Medical College, Amritsar, in any capacity (regular, temporary, ad hoc, or daily wages) are protected.
* This includes women faculty, staff members, post graduate and undergraduate students and official visitors.
* All women engaged directly or through an agent or contractor, women working for remuneration, voluntarily, or otherwise, and with expressed or implied terms of employment.
* This applies to co-workers, contract workers, probationers, trainees, apprentices, and students.

**Definition of Workplace**

A workplace includes any place visited by an employee of Government Medical College, Amritsar, arising out of or during employment, including transportation provided by the College.

**Definition of Sexual Harassment at the Workplace**

Sexual harassment includes any of the following unwelcome acts or behaviours (directly or by implication):

1. Physical contact or advances.

2. A demand or request for sexual favours.

3. Making sexually explicit remarks.

4. Showing pornography.

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

**Who Can Complain?**

* The complainant, herself.
* In case of physical incapacity, the complainant’s friend, relative, co-worker, guardian, or authority under whom the complainant is working, taking treatment, or any other person with knowledge of the incident (with the complainant’s consent).

**Complaint Requirements**

* Complaints must be submitted in writing with a clear description of the incident(s), including relevant dates, timings, locations, the respondent(s) name(s), and the working relationship between the parties.
* Anonymous complaints will not be entertained.
* Complaints should be in a sealed cover.

**Complaint Submission Timeline**

Complaints must be submitted in writing to the ICC within three months of the last incident of alleged sexual harassment.

**Complaint Submission Channels**

* Written complaints can be submitted to the Director-Principal, Head of the Department and the Internal Complaints Committee (ICC).
* Complaints received by other sources should be forwarded in a sealed cover to the ICC for further inquiry and redressal.

**Internal Complaints Committee**

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| --- | --- | --- | --- | --- |
|  | **Name**  | **Designation** | **Mobile Number** | **Email ID** |
| 1. | Dr. Veena Chatrath, Prof. & Head Anaesthesia  | Chairperson | 98141-12355 | drveenachatrath@yahoo.com  |
| 2. | Dr. Mridu Gupta, Prof. & Head of Physiology Deptt. / President, Girl’s Hostel | Member | 81465-80787 | mridugrover13@gmail.com  |
| 3. | Dr. Loveena Oberoi, Prof. & Head Microbiology Deptt. | Member | 94634-46363 | loveenaoberoidr@gmail.com  |
| 4. | Dr. Amritpal Kaur, Prof. & Head, Obst. & Gynae Deptt. | Member | 94635-89594 | amritdhillon63@msn.com  |
| 5. | Dr. Sanjeev Mahajan, Professor & Head, Community Medicine Deptt. | Member Secretary | 98148-30325 | drsanjeevmahajan@gmail.com |
| 6. | Dr. Karamjit Singh, Professor & Head Ophthalmology Deptt. / Medical Superintendent | Member | 98159-80844 | karamjitsingh2010@gmail.com  |
| 7. | Dr. Pushpinder Walia, Principal, BBKDAV College, Amritsar. | Member | 98766-42230 | bbkdavcw@gmail.com  |
| 8. | Dr. Gurpreet Kaur, HOD Sociology Deptt. Guru Nanak Dev University Amritsar | Member | 98722-19902 | gbal.judge@gmail.com  |
| 9. | Sh. Avinash Mahindru  | Member | 98763-50014 | avinashmohindru@gmail.com  |
| 10. | Sh. Vipan Bhasin, Advocate | Member | 98153-30054  | vipanbhasin@gmail.com |

**Rights of Complainant**

* A time-bound, fearless, and empathetic process.
* A copy of the statement, evidence, and list of witnesses submitted by the respondent.
* Confidentiality of information and identity.
* Assurance of non-retaliation.
* Counselling or other support as needed.
* Right to appeal.

**Rights of Respondent**

* A fair hearing to present their case.
* A copy of the statement, evidence, and list of witnesses submitted by the complainant.
* Confidentiality of identity.
* Right to appeal if dissatisfied with the ICC’s recommendations/findings.

**Redressal Process Timeline**

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| --- | --- |
|  Submission of Complaint |  Within 3 months of the last incident |
|  Notice to the Respondent |  Within 7 days of receiving copy of the complaint |
|  Completion of Inquiry |  Within 90 days |
|  Submission of Report by ICC |  Within 10 days of completion of the inquiry |
|  Implementation of Recommendations |  Within 60 days |
|  Appeal |  Within 90 days of the recommendations |

If the respondent is found guilty by the ICC, the Director-Principal after considering ICC’s **recommendation** shall take appropriate action within 60 days of receiving the Inquiry Report.

Director Principal,
Government Medical College, Amritsar