

Version No.	From	To	Description	Author	Reviewed & Approved by
1.0	2014		Sexual Harassment Policy	HR	Governing Body Meeting 31-03-2014

ALLIANCE FRANCAISE DE DELHI
EMPLOYEES AND STUDENTS' SEXUAL HARASSMENT POLICY

1.0 POLICY

- 1.1 Alliance Française de Delhi is committed to creating a healthy working environment that enables employees and students to work and study without fear of prejudice, gender bias and sexual harassment. The institution also believes that all employees and students of the institution have the right to be treated with dignity. Towards this end, it is essential that all employees deal with their colleagues and students with full fairness and respect and realize that their behavior will be attributed to the institution and can affect its reputation both internally and externally.

As per the institution's policy, harassment of any kind including sexual harassment is forbidden. Sexual harassment at the work place or other than work place is punishable.

- 1.2 The Supreme Court of India has also directed employers to lay down guidelines and a forum for redressal of grievances related to sexual harassment.
- 1.3 AFD's Prevention of Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

2.0 SCOPE AND EFFECTIVE DATE

- 2.1 This Policy extends to all employees and students of the institution (whether in the office premises or while outside on assignment) and is deemed to be incorporated in the service conditions of all employees and comes into effect as soon as approved by the management.

Where the sexual harassment occurs to an AFD employee or student as a result of an act by an outsider or a third party while on official duty, AFD will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action.

- 2.2 Sexual harassment would mean and include any of the following:
- i) unwelcome sexual advances, whether they involve physical touching or not;
 - ii) requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any official activity of AFD;

- iii) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, epithets, jokes, references to ones sexual conduct or sex life
 - iv) showing of pornography, sexually suggestive pictures, objects or cartoons;
 - v) any other unwelcome physical, verbal or non verbal advances of sexual nature, brushing against body, sexual gestures, comments about an individual body, sexual activity, prowess or deficiencies;
- 2.3 “Employee” means any person on the rolls of AFD whether permanent, temporary, working part time, on contract or an intern.
- 2.4 “Student” means any person enrolled as a student with AFD

3.0 COMPLAINT REDRESSAL COMMITTEE

3.1 An Internal Complaints Committee (ICC) has been constituted by the Management to consider and redress the complaints of Sexual Harassment. The ICC shall comprise of the following:

1. Chairperson, senior women employee of the institution
2. A representative of the teachers
3. A representative of the teacher/translator
4. A member to be appointed by the Governing Body
5. A non-voting member Secretary (The Manager HR & Administration or the Assistant Manager Administration)

On the recommendation of the Governing Body, the name of Mrs Kiran Aggarwal was approved for appointment as the Co-Chairperson of the Internal Complaints Committee.

- 3.2 A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson and at least two members, one of whom shall be a lady.

4.0 REDRESSAL PROCESS

- 4.1 Any employee or student who feels that he/she is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to the Chairperson of the ICC in writing with his/her signature within 10 days of occurrence of incident.
- 4.2 The ICC will maintain a register to record the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

- 4.3 The ICC will hold a meeting with the Complainant within seven working days of the receipt of the complaint, but no later than ten working days in any case.
- 4.4 At the first meeting, the ICC members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet the complainant and record his/her statement.
- 4.5 Thereafter, the person against whom the complaint has been made may be called for a deposition before the ICC and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
- 4.6 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not amount to an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- 4.7 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

5.0 ENQUIRY PROCESS

- 5.1 The ICC shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom the complaint is made.
- 5.2 The ICC shall prepare and hand over the Statement of Allegations to the person against whom the complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- 5.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom the complaint is made.
- 5.4 If the Complainant or the person against whom the complaint is made desires to produce any witnesses, they shall communicate in writing to the ICC the names of witnesses whom they propose to call.
- 5.5 If the Complainant desires to tender any documents by way of evidence before the ICC, she / he shall supply original copies of such documents. Similarly, if the person against whom the complaint is made desires to

tender any documents in evidence before the ICC he / she shall supply original copies of such documents. Both shall affix their signatures on the respective documents to certify these to be original copies.

- 5.6 The ICC shall summon all witnesses mentioned by both the parties.
- 5.7 The ICC shall provide every reasonable opportunity to the Complainant and to the person against whom the complaint is made, for putting forward and defending their respective cases.
- 5.8 The ICC shall complete the “Enquiry” within a reasonable time but not later than three months and communicate its findings and its recommendations for action to the President. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee or student can be awarded appropriate punishment straightaway.
- 5.9 The President will direct appropriate action in accordance with the recommendations made by the ICC.
- 5.10 The ICC shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.
- 5.11 In case the ICC comes to the conclusion that an offence punishable under the Indian Penal Code has been committed, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.
- 5.12 A copy of this policy shall be made known to all employees and students of the AFD.
- 5.13 The ICC shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant’s and the accuser’s files with the full report of the Internal Complaints Committee.

Members of Internal Complaints Committee are as follows:

Contact Details of Internal Complaints Committee Members				
Sn o	Names	Designation	Email Id	Contact Number
1	Ms Amita Chaudhari	Chairperson	amitaminnie@gmail.com	011 43500200
2	Ms Kiran Aggarwal	Co-Chairperson	kiranaggarwal60@gmail.com	
3	Ms Annie Thomas	Member	annie.ant@gmail.com	011 43500201
4	Ms Mukta Mani Kaul	Member	mukta_mani@hotmail.com	011 43500202
5	Mr Chetan Lalchandani	Member	chetan.lalchandani@gmail.com	011 43500202
6	Ms Snigdha Bandhopadyay	Member	snigdhaafdelhi@gmail.com	011 43500200
7	Ms Tamanna Kapur	Member Secretary	tamanna.kapur@afdelhi.org	011 43500227
8	Mr Arshad Rahmani	Member Secretary	arshad.rahmani@afdelhi.org	011 43500232