

Women's Empowerment Committee to check Sexual harassment in the college

Objectives:

(1) To ensure the Sexual harassment in the place of work or outside pertaining to the employees of the organization

(2) **Sexual Misconduct** To curtail unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the organization.

(3) To set forth a basic policy

- To express commitment to eradicate and prevent sexual harassment;

Functions

- To help employees grasp the nature of sexual harassment,
- To provide the employees with examples of behavior that they consider inappropriate.
- To warn employees against posting suggestive photographs, telling sexual jokes or making innuendoes, or romancing subordinates.
- They should keep the employees advised against referring to female employees as "girls," assigning work according to an individual's gender, or promoting employees based on gender.
- They should advise the employees to refrain from requesting sexual favors, from touching or flirting with unwilling or even willing subordinates, and from making similar unwelcome sexual advances to co-workers.
- They should prohibit everyone in the organisation from retaliating against a worker who files a sexual harassment complaint.

GUIDELINES FOR A SEXUAL HARASSMENT POLICY

- Appreciate that the organization can be held liable if the employees engage in sexual harassment
- Know that any unwelcome sexual activity tied to employment decisions or benefits is sexual harassment
- Recognize that sexual harassment may include jokes, vulgar language, sexual innuendoes, pornographic pictures, sexual gestures, physical grabbing or pinching, and other unwelcome or offensive physical touching or contact
- Remember that every sexual harassment charge is extremely serious
- Comprehend that employees who comply with unwelcome sexual advances can still be victims of sexual harassment
- Realize that men as well as woman may be sexually harassed
- Understand that employees may wait a while before lodging sexual harassment charges

ENFORCE POLICY

- Make sure employees who bring charges do not face retaliation
- Safeguard the rights of the accused
- Investigate all sexual harassment charges quickly and thoroughly
- Maintain accurate records of the investigation and the findings
- Take immediate action when sexual harassment is discovered or suspected
- Discipline appropriately any employee found to have engaged in sexual harassment
- Safeguard your employees from third-party work-related sexual harassment

Responsibilities:

"When faculty or staff members suspect sexual harassment on the part of a person or persons under their jurisdiction, they should immediately take action by contacting the Sexual Harassment Officer to discuss the situation and determine a course of action.

The duties and responsibilities of the Sexual Harassment committee:

1. Receiving complaints from community of all allegations of sex-related misconduct including, but not limited to, "sexual harassment" and "sexual misconduct";
2. Reporting, as needed, to the higher authority, the Director, the allegations of sexual harassment and sexual misconduct and the subsequent resolution of those reported incidents;
3. Reporting the initiation of any formal complaint to the appropriate member of the college's Senior Staff and to the Director of the college.
4. Initiating the informal and/or formal complaint processes as appropriate; be involved in resolutions of the incidents as appropriate.