

# Sexual Harassment :

## School's Policy Statement

P.S.Senior Secondary School is committed to providing a safe learning environment for all its students, free from discrimination on the basis of caste, religion, gender, etc. It follows a zero-tolerance policy on any form of sexual misconduct. The School is committed to treating all such incidents seriously and assures parents, students, and staff members of prompt redressal of all allegations of gender-based harassment in a free, fair, and transparent manner. Appropriate action against the perpetrator will be taken as per the provisions of law.

2. The School seeks the cooperation of the parents by bringing to our notice any incidents of sexual misconduct, harassment, bullying on the part of any staff of the School to the Principal, or to the School counsellor. The matter will be treated with sensitivity and the identity of the victim will be protected.

### 3. Definition of sexual harassment

Sexual harassment is an unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated.

Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to

(i)Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.

(ii)Physical violence, including sexual assault.

(iii)Sending sexually explicit messages (by phone or by email) .

(iv) Any conduct of a sexual nature which is unwanted and unwelcome by the student.

#### 4. Complaints procedure:

A victim or his/her parent can approach either the Principal or the counsellor for receiving complaints of sexual harassment. The contact details are available in the School website. When a complaint of sexual harassment is received, the details of the incident will be recorded and the information will be shared with the Sexual Harassment Committee for further action. Throughout the procedure, the School will provide necessary counselling help. The counsellor will keep a confidential record of all discussions with the victim.

#### 5. Investigation by the Committee

The Committee carrying out the investigation will interview the victim and the alleged harasser separately and keep a record of all such discussions. All records of the proceedings concerning the matter will be kept confidential. The enquiry will be conducted impartially and it will be completed as quickly as possible. After thorough investigation, the Committee will make its recommendations to the School Management.

#### 6. Sanctions and disciplinary measures.

The School Management will take strict disciplinary action against anyone who is found to have indulged in any form of sexual harassment. Depending on the severity of the case, the matter may be reported to the police for further investigation and legal action.

This is independent of any police complaint or legal action that the parent/victim may prefer to launch.