

Policy Document to Prevent and Deal with Sexual Harassment in Workplace

1. INTRODUCTION

It is the policy of IIM Ranchi to provide and maintain a working environment, free from gender discrimination and sexual harassment for its students, faculty, employees, vendors, contractors, and all others in contact with the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment and will take all measures, disciplinary and legal, to ensure compliance. All complaints will be thoroughly investigated and appropriate action will be taken promptly as per guidelines enunciated in this document.

In line with the above policy objectives, IIM Ranchi has constituted an Internal Committee (IC) for POSH Act. The IC shall address cases of sexual harassment that they observe or of which they become aware of through verbal and written complaints. The Committee will also advise the remedial actions in case of any complaint, including punishment to the offender. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.

The policies elaborated in this document to prevent and deal with sexual harassment in workplace shall extend to all the students, faculty (including but not limited to faculty on contract, part-time, honorary, visiting and guest faculty), research associates, academic associates, staff (including administrative and maintenance staff both permanent and on contract basis), and shall include any person working with the Institute receiving salary, wages, honorarium, etc. as the case may be, performing their duties either in the Institute or at any place where the employee might be so deputed by the Institute.

2. JURISDICTION

The rules and regulations outlined in this Policy shall be applicable to all complaints of sexual harassment made:

- (i) By a member of IIM Ranchi against any other member of IIM Ranchi, irrespective of whether the harassment is alleged to have taken place within or outside the campus;
- (ii) By an outsider against a member of IIM Ranchi or by a member of IIM Ranchi against an outsider if sexual harassment is alleged to have taken place either within the campus or outside the campus.

In cases where an outsider is involved, the role of the Internal Committee would be to provide necessary support in the form of counselling, facilitating for legal recourse, etc.

3. POWER, FUNCTION AND OBJECTIVES OF THE COMMITTEE

The power and functions of the IC will be as provided under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and Indian Institute of Management Ranchi Regulations, 2021.

The Annual Report which the Complaints Committee shall prepare under Section 21, shall have the following details:

- (i) number of complaints of sexual harassment received in the year;

- (ii) number of complaints disposed off during the year;
- (iii) number of cases pending for more than ninety days;
- (iv) number of workshops or awareness programme against sexual harassment carried out;
- (v) nature of action taken by the employer.

4. PROCEDURES

Procedure for Complaints

- a) Complaints must be made by the victim in writing, except in case when the victim is incapacitated and is not in a normal state of mind due to the act of sexual harassment perpetuated; complaint may then be made by the victim's friend and or person accompanying the victim. The complaint must be prompt and unpremeditated, and the complaint should be duly signed by the victim.
- b) All complaints in writing shall be addressed to the Chairperson of the Committee. If a written complaint is made to the Director, Dean, CAO or any of the faculty members, the complaint shall be forwarded to the Chairperson of the Committee.
- c) Oral Complaints are to be lodged in person or by person accompanying the victim before the Chairperson or to any member of the Committee.
- d) All oral complaints when made shall be reduced in writing by the Chairperson or person designated and signed by the victim and person accompanying the victim.
- e) In exceptional cases, third party complaint may be entertained subject to confirmation by the victim on call.
- f) Anonymous complaints, would in general not be taken up by the Committee for action. However, the content of such complaints may be used for sensitization purposes, if deemed relevant.
- g) The mechanism for registering complaints should be safe and sensitive. The Committee will maintain complete confidentiality of the entire proceedings. Only such a Committee will provide the needed courage, comfort and trust for someone to make a complaint.
- h) Any faculty, staff or student who comes to know about an incident of harassment, shall advise the affected person to approach a member of the Committee or report to a member themselves.
- i) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity, a complaint may be filed by -
 - (i) An officer of the National Commission for Woman or State Women's Commission; or
 - (ii) Any person who has knowledge of the incident, with the written consent of the aggrieved woman; or
 - (iii) Any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority whose care she is receiving treatment or care.
- j) Complaints may be submitted through email at: chair.ic@iimranchi.ac.in

Details of Internal Committee under POSH Act

Name	Designation	Email id.
Prof. Shweta Jha	<i>Chairperson</i>	chair.ic@iimranchi.ac.in
Prof. Pritee Ray	<i>Member</i>	
Prof. Angshuman Hazarika	<i>Member</i>	
Adv. Shweta Singh	<i>External Member</i>	
Mrs. Swati Kindo	<i>Member</i>	