



## **VISION**

**The vision of its Founders is to develop GGS into an autonomous, multicultural, multinational International School. A GGS education must be secular, relevant and continuously aligned with changes in the global economy, society & environment, while providing a pre-eminent intellectual and creative milieu to our community.**

## **MISSION**

**GGS will produce young men and women of exceptional calibre who will always keep in mind the global context of matters and keep sustainability at the core of their endeavours. The world is connected and a GGS education will always prepare students for global citizenship of an increasingly interconnected world. The School's curriculum will be purposefully aligned with globally accepted best practices which at its core will strive continuously for service to the whole human community.**

# **SEXUAL HARASSMENT POLICY**

## **OBJECTIVES**

- **Genesis Global School believes in providing a safe and protective environment against sexual harassment at workplace to all its employees (permanent and contractual) and students.**
- **To provide a streamlined procedure/rules and regulations to deal with any sexual harassment cases.**
- **Creating awareness about sexual harassment by regular workshops, publications etc. Changing incorrect perceptions and providing psychological intervention.**

## **SCOPE AND EFFECTIVE DATE**

**This policy extends to all the students and employees of the school and is deemed to be incorporated in the service conditions and has come into effect from July 2013.**

## **WHAT IS SEXUAL HARASSMENT?**

- **Physical contact and advances ;**
- **A demand or request for sexual favours;**
- **Sexually coloured remarks;**
- **Showing pornography;**
- **Stalking**
- **Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.**

## **INTERNAL COMPLAINT COMMITTEE - POSH**

- 1. Mrs. Alka Sarkar - Chairperson**
- 2. Mrs. Madhur Gupta - Co Chairperson**
- 3. Ms Subie Srivastava - Member**
- 4. Mr. Abhishek Sharma - Member**
- 5. Ms. Bulbul Das - External Member**
- 6. Mrs. Jyotsna Batra - Visiting Member**

**A quorum of 3 members is required to be present for the proceedings to take place. The quorum should include at least 2 female members. Depending on the circumstances, one member from the complainant's department can be co-opted for the proceedings. The meetings should happen every three months in the presence of the external member.**

### **OPTIONS FOR FILING COMPLAINTS**

- Any member from the Internal Complaint Committee**
- Their immediate supervisor/ Class Teacher/ HODs/ Coordinators.**
- Head Boy or Head Girl**

### **GRIEVANCE PROCEDURE**

- The ICC will maintain a register to endorse the complaints and keep the name and contents of the complaints in confidence.**
- ICC will hold a meeting with the complainant within 10 days of receiving the complaint.**
- A copy of the complaint will be given to the respondent so that he is given an opportunity to prove himself innocent and thereafter an inquiry will be conducted.**
- Reconciliation by mutual consent between the complainant and the respondent**
- Examination of the witnesses if any.**
- Statement of the respondent.**
- Cross examination if required.**
- Defence witnesses to be examined (if any).**
- Site inspection (if any).**
- Confrontation**
- Disciplinary proceedings.**
- ICC will send compiled report to the senior management team for further actions.**

## **REDRESS**

**The SMT would take appropriate action against the respondent if found guilty depending on the recommendations from ICC.**

**The penalties could be as follows -**

- **Warning**
- **Written Apology**
- **Bond of good behavior**
- **Adverse remark in the confidential report**
- **Stopping of Increment/Promotion**
- **Transfer**
- **Suspension**
- **Dismissal/Termination**
- **If SMT wants they could transfer the case to the Police.**

**Last Reviewed in September 2019**