

**Vision**

Dream, Inspire, Act.

Mission

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

Policy Monitoring

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

SEXUAL HARASSMENT POLICY- POSH

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?

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

INTERNAL COMPLAINT COMMITTEE . POSH

1. Mrs. Madhur Gupta - Chairman
2. Ms. Subie Issac Srivastava - Member
3. Ms. Jaya Modi - Member
4. Mr. Abhay Mathur - Member
5. Mrs. Jyotsna Batra - External Member (NGO partner)
6. Ms. Bulbul Das - Legal Advisor

SUB COMMITTEE

7. Ms Meenu Chaudhary - Member (co-opted for prostaff cases)
8. Mr Gautam Rai - Member (co-opted for sports staff)

- The quorum for investigation should be minimum of 60 percent members of the ICC
- The quorum should be comprised of more than 60 percent of female members
- The meetings should be held Quarterly in the presence of the external member
- An annual report of the POSH committee is to be sent to government authorities.

OPTIONS FOR FILING COMPLAINTS

- Any member from the Internal Complaint Committee
- Their immediate supervisor/ Class Teacher/ HODs/ Coordinators.
- It is mandatory to file the complaint in writing.

GRIEVANCE PROCEDURE

1. The ICC will maintain a register to endorse the complaints and keep the name and contents of the complainant in confidence.
2. ICC will hold a meeting with the complainant within 10 days of receiving the complaint.
3. ICC will transfer the complainant or respondent as to provide interim relief to the aggrieved woman.
4. A non disclosure agreement will be signed by complainant, respondent, and witnesses.
5. A copy of the complaint will be given to the respondent so that he can give his version of the incident during investigation.
6. Examination of the witnesses if any.
7. Cross examination if required.
8. Defense witnesses to be examined (if any).
9. Site inspection if required.
10. Confrontation only if the victim or aggrieved woman gives her consent.
11. ICC will send the final report and recommendations to the senior management team for further actions.
12. The complainant, if desired, can ask for mediation or conciliation after filing the complaint.

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 -

1. Warning
2. Written Apology
3. Bond of good behavior
4. Adverse remark in the confidential report
5. Stopping of Increment/Promotion/ Transfer
6. Suspension
7. Dismissal/Termination
8. If SMT wants they could transfer the case to the Police.

APPEAL

In case the complainant or respondent is not satisfied with the committee's decision, they can appeal to the higher authorities.