



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: llcolcom@mtnl.in | principal.llc@gmail.com | website: www.lalacollege.edu.in

## POLICY DOCUMENT

### Policy On Prevention of Sexual Harassment (POSH) at Lala Lajpatrai College of Commerce & Economics

**Lala Lajpatrai College**, hereinafter referred to as **LLC** is committed to providing a safe environment for all its employees & students free from discrimination on any ground and from harassment at work including sexual harassment. **LLC** will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment/suspension/rustication from attendance of the college. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

#### **Definition of Sexual Harassment:**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:



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#### **Physical conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging,



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fondling, or inappropriate touching

- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

## Verbal Conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

## Non-Verbal Conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering



  
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Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. LLC recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed

All sexual harassment is prohibited whether it takes place within LLC premises or outside, including at social events, business trips, training sessions or conferences sponsored /

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organized by LLC.

## Complaints Procedure:

Victims of sexual harassment should approach the **POSH** committee members and register their complaints. All complaints shall be kept anonymous.

When the **POSH** committee members receive a complaint of sexual harassment, they will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands LLC's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim

## Disciplinary & Punitive Measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal
- student being held back



  
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- rustication
- formal legal actions if required

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser & legal action



  
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