



# **National Centre for Polar & Ocean Research**

*(An Autonomous Society under the Ministry of Earth Sciences)*

Headland Sada, Vasco-da-Gama, GOA-403 804

## **POLICY ON PREVENTION OF SEXUAL HARASSEMENT**

### **1. OVERVIEW**

NCPOR is committed to creating and maintaining a secure work environment where its employees, associates, and vendors can work and pursue business together in an atmosphere free of harassment, exploitation and intimidation caused by acts of Sexual Harassment.

### **2. OBJECTIVE**

The objective of this policy is to provide protection against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment.

NCPOR believes that all its employees have the human right to be treated with dignity. We are committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias etc.

Hence any act of sexual harassment or related retaliation against or by any associate is unacceptable. This policy, hereby, prohibits such incidents and also details a process to follow when such incidents happen.

Making a false complaint of sexual harassment will also be treated as violation of the policy and will be prone to disciplinary action which can end with termination of employment, etc.

### **3. Applicability and Scope**

This policy will extend to all stakeholders of NCPOR. This policy also extends to those who are not directly employed by NCPOR such as clients, visitors or vendors etc., but are subjected to the harassment at the premises of the NCPOR.

Scope of the policy is restricted to the following:

- Permanent campus of NCPOR

- Any external location visited by employee during the tenure of their employment with the NCPOR.
- Any mode of transport provided by NCPOR to travel to any external location for official purposes.

## 4. Definitions

### 4.1 Workplace

1. All offices and premises where NCPOR activities are conducted.
2. NCPOR related activities performed at any other site away from NCPOR including the transportation provided to cover this journey.

### 4.2 Employee




A person employed at workplace for any work, regular or temporary through any contractor.



### 4.3 Employer

Any person who is responsible for the management, supervision and control of the work place.

### 4.5 Sexual Harassment

This may include but is not limited to unwelcome sexual behavior such as:

Sl. No	Behaviour	
1.	Physical contact and advances	
2.	Demand or request for sexual favors	
3.	Making sexually colored remarks	

4.	Showing pornography	
5.	Any other unwelcome physical, verbal or non-verbal conduct of sexual nature	

The following circumstances, among other circumstances, if it occurs or is present in relation to behavior of sexual harassment may amount to sexual harassment:

1. Promising preferential treatment in employment
2. Threat in detrimental treatment in employment
3. Interference in individual work or creating and intimidating or hostile or offensive or humiliating work environment

#### **4.6 Unwelcome sexually determined behavior**

1. Treating other person to an unwelcome act of physical intimacy
2. Making any unwelcome remark with sexual connotations
3. Showing any sexual visual material in the form of pictures / videos / cartoons etc
4. Engaging in any unwelcome conduct of sexual nature, which can be verbal or non-verbal etc.
5. Sending unwelcome sexual communication through email, mobile or any other form of written/ electronic communication which is exhibiting conduct of sexual nature

#### **4.7 Aggrieved Person**

Means a person in relation to the workplace who has been subject to any act of sexual harassment by the Respondent.

#### **4.8 Respondent**

Against whom the aggrieved has made a complaint.

## **5. Complaint Mechanism**

NCPOR will have an internal redressal committee to specifically address the complaints of sexual harassment. The committee will be headed by a woman employee.

### **5.1 Process**

- An aggrieved person can make a complaint of sexual harassment in writing, to the committee at the workplace giving details of the incident within 3 months of the date of incident and in case of a series of incidents, within 3 months from the date of the last incident.
- Once the complaint is received, committee may, at the request of the aggrieved person, take steps to settle the matter between the aggrieved and the respondent through conciliation. Monetary settlement cannot be the basis of conciliation
- Once the settlement is decided and agreed upon, this will be forwarded to the employer to take action
- The Committee shall maintain a register to endorse the complaint received by it and keep the contents strictly confidential
- The Committee shall hold a meeting with the Complainant within ten working days of the receipt of the complaint, shall hear the complainant and hear/record the allegations, collect the proofs i.e. documentary, oral, visual etc. to justify the complaint
- On completion of the inquiry, committee will be providing a report of its findings to the employer, within a period of 10 days from the date of the completion of the inquiry.
- If the committee does not conduct the inquiry, the reasons should be recorded in the register.
- In case of a complaint being found blatantly false or the issue was published without going through proper process of inquiry, such incident will be treated as misconduct and will be liable to disciplinary action including but not limited to termination of employment.

## **6. Findings and Conclusion of the enquiry.**

- When the committee arrives at a conclusion that the allegation against the respondent has not been proved, the matter will be closed and the committee shall recommend that no action is required.
- When the incident of sexual harassment has been determined by the committee, corrective / disciplinary action based on the gravity of the matter and offense may be recommended to the Competent Authority.

### **6.1 Manner of taking action**

Where committee arrives at a conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to take necessary action including but not limited to following:

- Written apology

- Warning
- Reprimand
- Withholding of promotion
- Withholding of pay rise or increments
- Terminating the respondent from services
- Undergoing a counseling session

The employer, can also take actions other than the above mentioned, if it deems fit

**7. Prohibition of publication or disclosing the content of complaint or inquiry proceedings:**

The contents of the complaint made, the identity and addresses of the aggrieved, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of committee and the action taken by the employer shall not be published, communicated or made known to the public, press or media in any manner. Any person who violates the above shall be acted upon as per norms.

**8. Policy implementation and review**

NCPOR reserves the right to amend, modify and reinstate the entire policy or any part at any time.