

WOMEN DEVELOPMENT AND PREVENTION OF SEXUAL HARASSMENT POLICY (POSH)

Introduction

MET – IOM believes gender justice on campuses is clearly not an ‘isolated operation’ requiring quick-fix solutions, but an exercise involving a perspectival shift that is able to set down norms of respect, non-discrimination, and the unacceptability of any abuse of power, along with robust processes of debate, discussion and dialogue. This has to be the purpose of a new pedagogy within which issues of gender justice are seen as an integral part - not as ‘women’s issues’ to be ghettoized or added on to academic or curricular agendas as a ‘requirement’ or afterthought.

Given the realities of a heterogeneous and diverse student body, purely punitive approaches to issues of the ‘safety’ of women and gender sensitization serve little purpose in terms of meaningful intervention however “well-intentioned” they may be. Instead approaches must be iterative, continuous, and sustained focusing on empowering young people through educative, preventive, and correctional strategies. The Women Development and Prevention of Sexual Harassment Policy therefore is mandated to work towards such processes based on the recognition that women are not ‘victims’ who need ‘protection’, but rather have agency and capability, which they need to be empowered to exercise effectively. Hence all measures are directed at promoting such practices, fostering mechanisms that safeguard fundamental rights and increase participation and visibility for women in all realms of the academic world.

Applicability

This policy shall extend and apply to all students, employees of the campus, and women in general.

Objectives

- To promote the general well-being of female students and teaching and non-teaching women staff of MET–IOM.
- To create awareness about financial literacy, health, and hygiene among girl students.



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- To create social awareness about the problems of women in general and gender discrimination in particular by means of programs like lectures, workshops, and seminars.
- To develop skills among the female students by means of workshops and training programs for their overall personality development as well as for the encouragement of self-reliance among them.
- To create legal awareness among women by informing them about Women's Welfare Laws.
- To work in tandem with the Internal Committee of MET – IOM which addresses all complaints of sexual harassment within the Institute as per Section 4 of the UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher educational institutions) Regulations, 2015. The mandate of the Internal Committee is to handle all complaints, provide support to complainants, conduct the hearings, and submit appropriate recommendations to the higher authorities.
- To encourage participation of NGOs working in the area of women's development in the activities of the Cell.

Meetings:

- The meeting agenda will be linked to the objectives of WDC and the annual action plan. However, the committee will also assess the current needs and develop the agenda accordingly.
- The Committee will meet at least two times a year. The chair of the Committee may convene additional meetings, as he/she deems necessary.
- A minimum of 4 members of the Committee will be present for the meeting to constitute a quorum.

Execution of Activities:

- A minimum of 2 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.
- The activity will be planned and executed by WDC, supported by Department Coordinators.



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- Sample list of activities is as follows:
 - ✓ Workshops/ seminars/ awareness camps on issues like:
 - ✓ Personality Development
 - ✓ Health and Fitness
 - ✓ Legal Literacy
 - ✓ Financial Literacy
 - ✓ Self Defence Training
 - ✓ Entrepreneurship Development Activities etc.

Any complaints of Sexual harassment received by WDC would be directed to the ICC and full assistance would be provided to find justice in the case.

POLICY FOR PREVENTION OF SEXUAL HARASSMENT (POSH)

Purpose:

To create and maintain a safe work environment, free from sexual harassment & and discrimination for all its employees. Establish guidelines as per the guidelines of "The Sexual Harassment of Women at Workplace (prevention, prohibition & redressal) Act, 2013.

Scope:

MET - IOM aims to adopt zero-tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in MET-IOM towards any other the person is an employee of MET – IOM, Students, Clients, Vendor, and Contractors on MET premises.

Applicability:

All employees and Students of MET-IOM

Policy Guidelines:

Sexual Harassment shall include but not be limited to: -

- Physical Contact & Sexual advances
- Demand or request for sexual favors;
- Sexually- colored remarks;
- Showing pornography;
- Any other unwelcome physical, verbal non-verbal or written conduct of a sexual nature.



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Grievance Mechanism: Procedure to Register Complaints:

Placing a "SHe box" on the floor for anonymous submission of sexual harassment complaints is a proactive measure to ensure the safety and well-being of staff, faculty, and students at MET-IOM. This allows individuals to report incidents of sexual harassment without fear of reprisal or identification, fostering a safer and more respectful environment. It's essential for institutions to provide avenues for reporting such incidents and to take appropriate action to address them.

Online complaint submitted to the Director through email has to be discussed during the meeting with the member of the Internal Complaints Committee ICC within 3 months of the occurrence of an act of Sexual Harassment. If the respondent is the direct supervisor of the complainant, or a person influencing the career growth of the complainant, the reporting structure will be changed till the time the inquiry is completed.

Internal Committee:

a. Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal committee consisting of:

- Presiding Officer - 1 member
- Internal Member - 3 members
- External Member - 1 member (NGO / Legal expert)

b. Within 3 working days, the internal committee shall commence Official Internal Enquiry by:

- by informing the said complaint to the respondent.
- By instructing to stop the alleged act of Sexual Harassment immediately
- By informing not to reach out to the complainant directly or indirectly
- By asking for an immediate explanation from him/her to the same

c. Within 5 working days from the receipt of the original complaint, the designated person shall respond in writing to the complainant informing him/her about the initial steps taken by MET-IOM to stop the alleged act(s)

d. Within 15 days from receipt of the complaint, the Internal committee shall record and accordingly communicate in writing to the complainant and the Respondent, its prima facie findings, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact-finding, truth verification, and counselling sessions



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with persons involved in alleged act(s)

e. A complaint will be closed no later than one month from receipt of the complaint by recording the decisions of the internal committee, accordingly informing the complainant and the Respondent of the same.

f. Employees are duty-bound to assist in investigative steps, employees' wholehearted participation shall be mandatory in this regard. Whistle-blowers shall be protected from exposure, retaliation, or hostility.

g. Within 2 working days from receipt of prima facie findings or the charges, if the complainant or the Respondent is dissatisfied with the decision of the internal committee, she or he may appeal specifying the reasons in writing to MET Trustees. Within 5 working days from the receipt, the appeal shall be finally disposed of by written communication to the said party. The decision of the trustees shall be final and cannot be appealed.

Redressal:

a. An amicable resolution of the complaint is possible only with the written consent of the complainant.

b. Within 24 hours of closing the case file, the internal committee shall present the same to and inform its decision to the Director.

c. In case of a decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offense, etc, and the impact of the offence on the company profile as a whole.

d. The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender.

e. The disciplinary action that shall be commensurate with the nature of the gravity of the offence, shall include but not be limited to,

- Warning
- Written apology from offender,
- Bond of good behavior
- Transfer
- Debarring from supervisory duties
- Denial of employee benefits like increments/promotion/salary correction etc.



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- Cancellation of specific work Assignment
- Suspension
- Dismissal

An annual report summarizing complaints and Redressal of Sexual harassment shall be prepared by the designated person. The said report as well as all documents regarding Sexual Harassment complaints shall be in the custody of a designated person and will be termed as 'Strictly Confidential'.

Monitoring and Review

This policy and procedure will be reviewed whenever required from the date of implementation. Reviews will be initiated by the HR Department. Where changes in employment legislation occur that directly affect this Policy, will be reflected with immediate effect and communicated through HR

Date: Revised on 18th September, 2021



Swati
Director

MET Institute of Management