



MRG SCHOOL, ROHINI

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY FRAMEWORK

1. PREAMBLE

MRG School, Rohini is committed to providing a safe, respectful, and inclusive work environment for all employees, staff members, and associated personnel. The school strictly prohibits any form of sexual harassment and upholds the dignity and rights of every individual.

This policy is framed in accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, ensuring a zero-tolerance approach towards any unwelcome behaviour of a sexual nature.

2. OBJECTIVES

- To create a safe and secure workplace free from sexual harassment
 - To promote awareness about respectful behaviour and professional boundaries
 - To establish a clear mechanism for reporting and redressal
 - To ensure timely, fair, and confidential handling of complaints
 - To promote gender sensitivity, dignity, and equality
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3. SCOPE OF THE POLICY

This policy applies to:

- All teaching and non-teaching staff
 - Contractual staff, interns, volunteers, and consultants
 - Visitors, vendors, and third-party personnel within school premises
 - Any work-related interaction inside or outside the school campus
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4. INTERNAL COMPLAINTS COMMITTEE (ICC)

The school has constituted an Internal Complaints Committee (ICC) as per the POSH Act.

Composition:

S.no.	Name	Designation	Role	Contact
1.	Ms. Ruchi Gupta	PGT Chemistry	Presiding Officer	8860768578
2.	Ms. Pallavi Jain	TGT Science	Member	9873171004
3.	Ms. Simran Munjal	UDC Admin	Member	9540095453
4.	Mr. Akhil Goel	TGT PE	Member	9999408302
5.	Mr. Naveen Mishra	TGT	Member	9717436329
6.	Dr. Richa Agarwal	External Social Worker	External Member	9910153474

5. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any unwelcome act or behaviour (direct or implied), such as:

- Physical contact and advances
- Demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

It also includes:

- Humiliating treatment affecting health or safety
 - Retaliation against complainants
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6. ROLES AND RESPONSIBILITIES

6.1 Internal Complaints Committee (ICC)

- Receive and acknowledge complaints
- Conduct fair and impartial inquiries
- Maintain strict confidentiality
- Recommend appropriate action
- Submit reports to management

6.2 Principal

- Ensure implementation of POSH policy
- Support ICC functioning
- Ensure compliance with legal provisions

6.3 Employees

- Maintain professional conduct
 - Respect boundaries and dignity of others
 - Report any incident of harassment
 - Cooperate during inquiry proceedings
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7. PREVENTIVE MEASURES

7.1 Awareness & Sensitization

- Regular workshops and awareness sessions
- Orientation programs for new staff
- Display of POSH guidelines within school

7.2 Training

- Annual POSH training for all staff
- Special training for ICC members

7.3 Workplace Safety Measures

- CCTV monitoring in common areas
 - Transparent and open work culture
 - Proper reporting channels
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8. COMPLAINT MECHANISM

8.1 Filing a Complaint

- Complaint must be submitted in writing to ICC within **3 months** of the incident
- Can be extended in exceptional circumstances
- Assistance will be provided if the complainant is unable to write

8.2 Inquiry Process

- Inquiry to be completed within **90 days**
- Both parties will be given fair opportunity to present their case
- No victimization or retaliation allowed

8.3 Interim Relief

During the inquiry, the ICC may recommend:

- Transfer of either party
 - Leave for the complainant
 - Restriction of interaction
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9. CONFIDENTIALITY

- Identity of the complainant, respondent, and witnesses will be kept confidential
 - Information will be shared only on a need-to-know basis
 - Breach of confidentiality will invite disciplinary action
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10. DISCIPLINARY ACTION

Depending on severity, actions may include:

- Written apology or warning
 - Suspension or termination
 - Deduction from salary
 - Mandatory counselling
 - Legal action under applicable laws
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11. FALSE COMPLAINTS

- False or malicious complaints will be dealt with strictly
 - However, inability to prove a complaint does not imply it is false
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12. LEGAL FRAMEWORK

This policy is aligned with:

- Sexual Harassment of Women at Workplace Act, 2013

- Indian Penal Code (relevant provisions)
 - Constitutional rights to equality and dignity
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13. MONITORING AND REVIEW

- Annual review of policy
 - Periodic ICC meetings
 - Feedback from staff
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14. ETHICAL PRACTICES

- Respect for dignity and equality
 - Zero tolerance towards harassment
 - Fair and unbiased inquiry process
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15. CONCLUSION

MRG School, Rohini is committed to fostering a professional environment rooted in respect, safety, and equality. This POSH policy reinforces the institution's dedication to safeguarding the rights and dignity of every individual within the workplace.
