



STOP

Sexual Harassment at Workplace

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Statistics reveal that 1 in 3 women face some form of sexual harassment at workplace and less than 30% these women have officially complaint about it. **Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or SHWP Act** is a law to ensure that women are no longer victimized for being women. End the silence around sexual harassment and make your workplace a better place for work.

Forms of Sexual Harassment of Women at Work Place

Displays of sexually oriented materials such as photographs, videos etc

Unwelcome physical, verbal or non-verbal conduct of sexual nature

Making suggestive or insulting sounds



Making sexually colored remarks about a person

Physical contact and advances
- Touching, patting, hugging, or brushing against a person's body

A demand or request for sexual favors

What should a woman facing sexual harassment at workplace do?

1. An aggrieved woman should make a complaint in writing within **3 months** from the date of incident.
2. Upon receipt of the complaint, the ICC or LCC must proceed to make an inquiry in accordance with the service rules and complete it within a period of **90 days**.
3. ICC must submit a report to the employer once the allegations against the respondent are proven to:
 - Take action for sexual harassment as a misconduct
 - To deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved women or to her legal heirs.
4. The employer must act on these recommendations within **60 days**.

Internal Complaints Committee (ICC)

Internal Complaints Committee or ICC is a statutory body under the SHWP Act which is constituted for prevention, prohibition and redressal of sexual harassment at workplace. The ICC consists of members presided by the senior most female employee.

The SHWP mandates the employer to –

- Organize regular trainings and awareness programs for sensitization of employees
- Display at any conspicuous place/places in workplace the penal consequences of sexual harassment and order constituting the ICC

- Ensure regular functioning of ICC with quarterly meetings and case discussions
- Submission of annual report of ICC

Power of ICC:

For the purpose of making an inquiry the ICC or the Local Complaints Committee (LCC) shall have the same powers as are vested in a civil court under the Code of Civil Procedure 1908 when trying a suit in respect of the following (Section 11(3)) like:

- Summoning and enforcing the attendance of persons and examining them under oath
- Requiring the discovery and production of documents
- Any other matter which may be prescribed

Independent Thought Corporate Empanelment: iThought is empanelled as the 3rd party member in the Internal Complaints Committee (ICC) formed under the SHWP Act in several establishments and provides following services:

Capacity Building of Employees

- Gender Sensitization Workshop
- Legal Literacy on SHWP Act
- Roles and powers of ICC
- Procedures under ICC
- Prevention of Sexual Harassment

Organizational Policy

- Formulation of policy of sexual harassment
- Vetting of existing policy on sexual harassment
- Staff orientation of policy

Case Handling

- Arbitration as 3rd party member
- Counseling for victims
- Provide legal aid

iThought POSH team constitutes trained and experienced

- Lawyers
- Gender Experts
- Social Workers
- Counsellors



Independent Thought

Head Office: E-52(2nd Floor), Sec-20, Noida, U.P. - 201301

Branch Offices in Raipur, Dantewada - Chhattisgarh and Indore - Madhya Pradesh

Contact us: 0120-434 0451, +91 99718 84900, +91 99713 84994

Visit us: www.ithought.in | **Mail us at:** noida.ithought@gmail.com | ranjana.ithought@gmail.com



IndianOil