

## ICCPolicy 2024-25

Academic Year: 2024-25

### VEGA SCHOOLS INTERNAL COMPLAINTS COMMITTEE (POSH POLICY)

#### Policy brief and rules

A Committee has been constituted by the Co-Founder to consider and redress complaints of Sexual Harassment. The Chairperson and Members of the Committee are as follows:

#### ICC Committee:

1. Ms. Surbhi Singh (Chairperson)
2. Ms Utkalika Das
3. Ms. Guardian Bhasin
4. Ms. Rajesh Rana
5. Ms. Monika Kacker (Consultant)

In case any of the above members is involved, he/she will not be part of the committee . A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson , at least two members, one of whom shall be a lady.

#### REDRESSALPROCESS

- Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- At the first meeting, the Committee members shall hear the Complainant and record her/his allegations . The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees , involved shall meet and record the statement .



Thereafter, the person against whom the complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/ her to give an explanation, where after, an "Enquiry" shall be conducted and concluded. (within 5 days)

- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Principal.

### **ENQUIRY PROCESS**

The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and the person against whom the complaint is made.

The Committee shall prepare and hand over the Statement of Allegations to the person against whom the complaint is made and give him/ her an opportunity to submit a written explanation if she/he so desires within 7days of receipt of the same.

The Complainant shall be provided with a copy of the written explanation submitted by the person against whom the complaint is made.

If the Complainant or the person against whom the complaint is made desires any witness/ witnesses to be called, they shall communicate in writing to the Committee the names of witness/witnesses whom they propose to call.

If the Complainant desires to tender any documents by way of evidence before the Committee, she/he shall supply original copies of such documents. Similarly, if the person against whom the complaint is made desires to tender any documents in evidence before the Committee he /she shall supply original copies of such documents. Both shall affix his /her signature on the respective documents to certify these to be original copies.

The Committee shall call upon all witnesses mentioned by both the parties.

The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom the complaint is made, for putting forward and defending their respective case.

The Committee shall complete the "Enquiry" within a reasonable period but not beyond one month and communicate its findings and its recommendations for action to the Principal. The report of the committee shall be treated as an enquiry report based on which an erring employee can be awarded appropriate punishment straightaway.

The Principal will direct appropriate action in accordance with the recommendation proposed by the Committee.



The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later.

#### **OTHER POINTS TO BE CONSIDERED**

- The Committee may recommend to the Chairperson action which may include transfer or any of the other appropriate disciplinary action.
- The management shall provide all necessary assistance for ensuring full, effective and speedy implementation of this policy.
- Where sexual harassment occurs because of an act or omission by any third party or outsider, shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to the Principal.
- In case the Committee find the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

Approved by



Principal, Vega Schools

Sector 76, Kherki Daula, Gurgaon.

