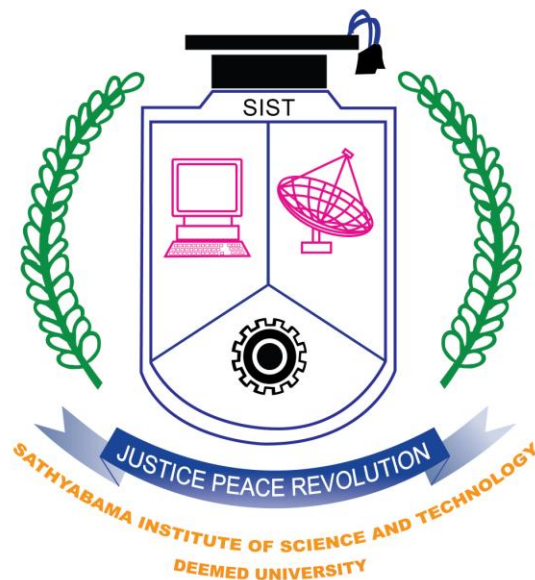


SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

ANTI DISCRIMINATION POLICY



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ANTI- DISCRIMINATION AND ANTI-HARASSMENT POLICY

1 ANTI- DISCRIMINATION

Sathyabama Institute of Science and Technology is an inclusive University that respects diversity. It promotes a multicultural, multinational, and multireligious environment and does not discriminate or permit discrimination or harassment by any member of its community against any individual based on the individual's race, color, religion, political beliefs, national origin, ethnicity, disability, gender identity, marital status, pregnancy etc.

The Institution is committed to create an environment that is free from discrimination and harassment and will not tolerate the violation of this policy.

Sathyabama Institute of Science and Technology provides everybody with equal opportunity irrespective of caste, creed, language, or gender. The Institution ensures that every staff/student inside the campus enjoys equal rights in the process of offering or receiving education. The policy endeavours to make all the staff/students feel protected and valued when they work/study in Sathyabama.

Sathyabama is an Institution that provides equal employment opportunity to women and is committed to upholding working women's fundamental right to equality and dignity at the workplace. It promotes a work environment that encourages mutual respect and courteous behaviour.

1.1 Applicability

The policy applies to all the staff and students working in Sathyabama Institute of Science and Technology, and is not limited to the Institution premises. It is applicable in the Institution premises, as well as activities outside the Institution's premises related to the like 'on duty' movement, field trips, sponsored social events etc.

- Our policy of Non-discrimination in campus applies to admission, opportunities, discipline, placements, participation in all events organised, access to benefits and training and all other aspects of campus life.
- Students with questions or concerns about any type of discrimination in the campus are encouraged to bring these issues to the attention of the Convener/Members of Anti Discrimination Cell through mail or in person. Students can voice their concerns and submit reports without fear of retaliation.

1.2 Anti-discrimination cell

An Anti Discrimination cell is constituted in the Institution to look after the issues relating to discrimination (if any) of a student, or staff, or group of students on the basis of caste, creed, language, ethnicity, gender, or different ability.

1.3 Responsibilities of Convener and Members

- It is imperative that Chairperson and Members of Anti-discrimination cell not only adhere to but enforce this Policy.
- The Chairperson and the members shall be unbiased in dealing with the complaints.
- All management and supervisory personnel have an affirmative duty and are required to promptly report any discrimination that they observe, learn about from others, or reasonably suspect has occurred with respect to an employee.

2. ANTI-HARASSMENT POLICY

Sathyabama strive to provide a safe and protective environment to all its employees and students. Discrimination and harassment of any type is strictly prohibited. Therefore any act of sexual harassment or related retaliation against or by anyone is unacceptable. Sathyabama will take all necessary and reasonable steps to support the affected person and redress the grievance.

2.1 Applicability

- This policy applies to all employees and students of the Institution including full-time, part-time and contract employees.

- Covers all alleged act of sexual harassment that has occurred during or beyond office hours, which has taken place within or outside the Institution premises.
- This policy is only applicable when either or both the alleged harasser and the victim are employees/agents of the company. It is not applicable when both the alleged harasser and the victim are third parties. The definition of sexual harassment shall include any harassment caused to female or male employees. It would also include harassment caused to or by either gender.

2.2 Definition of Sexual Harassment

According to Section 2 (n) of the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, "Sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-

Physical contact and advances; or

- a. A demand or request for sexual favours; or
- b. Making sexually coloured remarks; or
- c. Showing pornography; or
- d. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

2.3 Internal Complaints Committee

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, the Institution has constituted a committee called “Internal Complaints Committee (ICC) to Prevent Sexual Harassment of Women at the Workplace.

2.4 Mechanism to Redress grievances relating to Harassment

- The victim of harassment is required to submit a written complaint to the ICC within 3 months from the date of the incident.
- Employees who feel they have been harassed must maintain records of incidents, including dates, times, places, witnesses, responses of the alleged harassed and harasser, and any other relevant information.

The ICC shall have the following composition :

- a. A Presiding Officer who shall be a woman faculty member employed at a senior level (not below the rank of Professor) nominated by the Vice Chancellor - Presiding Person
 - b. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice Chancellor.
 - c. Three student representative, if the matter needs the involvement of students
 - d. One member from non-government organisations or association committed to the cause of women or a person familiar with the issues relating to discrimination.
2. At least one-half of the total members of the ICC shall be women.
 3. Senior Administrative positions such as Vice Chancellor, Pro Vice Chancellors, Deans and Heads of Department, etc, shall not be members of ICC in order to ensure autonomy of their functioning.
 4. The member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the processing of the Internal Committee, by the Executive Authority as may be prescribed.

Responsibility of Internal Complaints Committee (ICC) :

The Internal Complaints Committee shall :

- Provide assistance if an employee or a student chooses to file a complaint with the police.
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
- Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required

during the pendency of the complaint or also provide for the transfer of the offender,

- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment, and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

2.5 Process of Conducting Inquiry

- Upon receipt of the complaint, the ICC shall, send one copy of the complaint to the respondent within a period of 7 days of such receipt.
- The respondent, upon receipt of the copy of the complaint, shall file his or her reply to the complaint along with the list of documents, names and addresses of witnesses within a period of 10 days.
- The inquiry has to be completed within a period of 90 days from the receipt of the complaints. The inquiry report with recommendations, if any has to be submitted within 10 days from the completion of the inquiry to the Vice Chancellor of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- The Vice Chancellor of the University shall act on the recommendations of the committee within a period of 30 days from the receipt of the inquiry report, unless an appeal against the findings is filed within that times by either party.
- An appeal against the findings or / recommendations of the ICC may be filed by either party before the Vice Chancellor within a period of 30 days from the date of recommendations.
- If the Vice Chancellor of the University decides not to act as per the recommendation of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within in 10 days, shall be served on the party against whom action is

decided to be taken. The Vice Chancellor of the University shall proceed only after considering the reply or hearing the aggrieved person.

- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The University shall facilitate a conciliation process through ICC as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever, possible, is preferred to purely punitive intervention.
- The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of inquiry.

2.6 Punishment

Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the Institution, if the offender is an employee.

Where the respondent is a student, depending upon the severity of the offence, the Institution may :

- Withhold privileges of the student such as access to the library, auditoria, hostel, transportation, scholarship, allowance and identity card,
- Suspend or restrict entry into the campus for specific period,
- Expel and strike off name from the rolls of the institution, including denial or readmission, if the offence so warrants,
- Award reformatory punishments like mandatory counselling and or performance of community services.

2.7 Action against frivolous complaints

If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished.

However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant, malicious intent on the part of the complainant shall not be established without an inquiry.

The University reiterates its commitment to providing its women employee and girls students, a workplace/academic ambience free from harassment / discrimination and where every employee is treated with dignity and respect.