

R V INSTITUTE OF MANAGEMENT

Sexual Harassment Policy

R V Institute of Management shall provide an educational, environment free of sexual harassment. Sexual harassment is a form of sex discrimination that is not tolerated by Institution. Any student who feels that he or she is the victim of sexual harassment has the right to seek redress of the grievance. The Institute provides procedures for reviewing and resolving such complaints through the cell constituted for this purpose. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual harassment include

- Any remarks about clothing, physique or activities that could interpret as sexual, either in appreciation or as a critical remark.
- Pressure for a dating, romantic or intimate relationship, sometimes coupled with threat for refusing, touching, kissing, hugging or massaging, Pressure for or forced sexual activity;
- Unnecessary and unwelcome references to various parts of the body.
- Mocking remarks about a person's gender or sexual orientation.
- Inappropriate sexual comments or humor – jokes about sex or gender.
- Obscene gestures.
- Offensive sexual graffiti, pictures, or posters.
- Sexually explicit bad language.
- E-mail, electronic communications and Internet and telephone communications or threats

Potential effects a victim may experience due to sexual harassment include:

- Loss of direction, goal, interest in the career development.
- Increased absenteeism to avoid harassment, or suffer illness from the stress.
- Having to drop courses, or change academic plans; it may impact grade performance
- Anxiety, frustration, depression, sleeplessness, nightmares, difficulty in concentrating, headaches, fatigue, shame, feeling powerless, helpless, feeling angry towards the harasser, loss of confidence and self-esteem, withdrawal and isolation, suicidal thoughts or attempts
- Retaliation from the harasser or friends of the harasser, should the victim complain or file a grievance.
- Being objectified and humiliated.
- Defamation of character and reputation
- Stress impacting relationships with colleagues or with other students

- Loss of career

Any such issues mentioned above may be reported to the Sexual Harassment Cell which is a neutral body centered on handling such grievances of the employees and students of the institute.

- **The structure of prevention of sexual harassment cell:**

Governing members	02 Representatives	Meetings conducted Once in a year and situational basis
Director of the institution	-	
Teaching staff	02 Representatives	
Non teaching staff	01 Representatives	
Group D category	01 Representatives	

Filing a Complaint

Any student or group of students or employees alleging that an act of sexual harassment has taken place has the right to seek redress of the grievance. While informal resolution of the conflict is always open to the aggrieved party, they can also give a formal written complaint.

Investigation:

The Committee members will investigate and attempt to resolve the complaints promptly and fairly, with due regard to the interests of both the complainant and the alleged offender. Every reasonable effort will be made to conduct all proceedings in the most confidential manner possible.

All investigations will be conducted with due regard to the interests of both the complainant and the alleged offender, to include notice of the complaint to the alleged offender and an opportunity to respond to the complaint.

Remedies:

If the complaint of sexual misconduct is made against a student, the institute will investigate and may take appropriate disciplinary action through the discipline policy. Students who violate this policy will be subject to appropriate disciplinary action, up to and including expulsion from the institution.

If the complaint of sexual misconduct is made against an employee, the institution will investigate and may take appropriate disciplinary action through the institutions personnel policies.

Record of Complaint

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student/employee receives for violating the institutions **sexual harassment policy** will be placed in the student's personal file/ employees personal file. No student will be subjected to retaliation by members of the institution as a result of filing a good-faith grievance for sexual harassment.