



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

ANTI SEXUAL HARASSMENT POLICY

1. Prevention of Sexual Harassment Committee (PoSHC) functions in Amala college of nursing with a clear objective to provide protection against sexual harassment and redressal of complaints.
2. Develop a standard operating procedure for internal investigation.
3. In order to take over a case to PoSHC, the aggrieved person should be a student/employee of the Amala college of nursing and the incident should happen inside the college campus.
4. Aggrieved person can submit a written complaint to the chair person or members of the committee or can even inform about the incident directly or through mail.
5. The chair person has to arrange an immediate meeting to take over the issue.
6. The complaint should be taken over by the chair person, further procedure of conciliation and enquiry should begin within a time period of 4 days.
7. The PoSHC analyzes the complaint received, and takes appropriate action or find a suitable solution. If further police investigation required, the matter will be referred accordingly.
8. The PoSHC committee shall consist of the following members to be nominated by the principal:

Chairperson : Principal of the college

Members : Three senior members of the teaching faculty to be nominated by the principal.

Special invitee : One special invitee preferably with a background in law or legal knowledge.

9. The term of the members of the committee shall be two years.
10. The PoSHC members are equally responsible to take care of the confidentiality of the case taken over by the committee.
11. The committee will meet once in a year or when any incident occurs.
12. Provide information and training to students and staff by conducting teaching and learning activities, in relation to maintain a safe working and academic setting, which is free from sexual harassment.
13. Regularly distribute and promote the policy at all levels of the organization, ensure that principal and faculties discuss and reinforce the policy at staff meetings.
14. Provide the policy and other relevant information on sexual harassment to new employees and students as a standard part of induction, or periodically review the policy to ensure it is operating effectively and contains up to date information

15. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures, conduct regular awareness-raising sessions for all staff on sexual harassment issues
16. Address complaints in a manner which is fair, timely and confidential.
17. Maintain a proper documentation of the event investigated.
18. Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.
19. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.
20. To seek medical, police and legal intervention with the consent of the complainant.

Principal

Academic Co-ordinator

Director