



# Saraswathi College of Arts & Science, Vilappil

## Policy Against Sexual Harassment

### 1. Statement of Policy

Saraswathi College of Arts & Science, Kerala, is dedicated to fostering a supportive and respectful environment for students, faculty, and staff. We are committed to upholding a workplace and learning environment free from violence, harassment, and intimidation, ensuring all forms of gender-based violence, sexual harassment, and gender discrimination are actively prevented and addressed. Every community member is encouraged to understand the college's dedication to upholding freedom of expression, fostering equality, and eliminating any form of discrimination or harassment.

### 2. Scope of the Policy

This policy is applicable to all students, faculty, staff, external collaborators, and visitors to the college, regardless of gender identity or sexual orientation. It applies across all college premises, college-affiliated events, and external incidents that may impact the college environment or its mission.

### 3. Objectives

- To establish and implement a systematic approach to preventing and addressing cases of sexual harassment and gender-based violence.
- To provide an environment that actively promotes gender equality and prevents discrimination.
- To ensure equal access to college facilities, services, and programs.
- To create a secure campus environment that deters and prevents incidents of sexual harassment.
- To ensure the policy's implementation through transparent reporting and monitoring mechanisms.

### 4. Anti-Sexual Harassment Committee

- An Anti-Sexual Harassment Committee will operate under the leadership of the Principal and senior faculty members.
- The committee will include two women faculty members, one male faculty member, and a non-teaching staff member.
- A female PTA representative and a female student representative from the student council will also be part of the committee.

### 5. Roles and Responsibilities

#### 5.1 Preventive Measures

- Establish a safe, harassment-free environment.
- Promote positive behaviors that support gender equality and opportunities for all.
- Ensure that the policy is well-publicized across academic and administrative departments, and public spaces.
- Conduct awareness programs, workshops, film screenings, discussions, and debates to promote gender sensitivity and awareness.



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### 5.2 Remedial Measures

- Ensure the complaint process is safe, accessible, and responsive.
- Act on complaints of sexual harassment promptly by investigating, assisting the complainant, and taking appropriate action.
- Advise relevant authorities to take preventative actions or legal steps as needed, with the complainant's consent.
- Seek external support, including medical, legal, or police intervention, if required and agreed upon by the complainant.
- Provide the complainant with psychological, emotional, and physical support as desired, including counselling and security.
- All proceedings and records related to complaints will remain confidential to protect the privacy of all involved parties. Breaches of confidentiality should be addressed with appropriate disciplinary action.
- No individual filing a complaint or participating in an investigation will face adverse consequences for their involvement. Any retaliatory actions will be treated as a policy violation and subject to disciplinary measures.

### 6. Individuals and Entities Affected by this Policy

This policy applies to:

- All students
- Faculty
- Non-teaching staff
- Collaborators and visitors involved with the institution

### 7. Complaint Filing Process

- Preferably, complaints should be filed as soon as possible after the incident; however, they will be taken into consideration regardless of the time elapsed, as many victims of sexual harassment may take time to recover or may hesitate to report due to the perpetrator's position or other factors.
- Complaints can be directed to any committee member or through formal grievance channels. The recipient must report the complaint to the committee within two business days.
- The committee will maintain an annual report of complaints and actions taken and ensure record-keeping for accountability.