

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place

The Bank is committed to providing a workplace that is free from inappropriate and unwelcome actions that meet the definition of sexual harassment and contribute to a hostile work environment.

2. This commitment has been translated into action by framing a comprehensive policy on prevention and prohibition of sexual harassment and redressal of complaints of sexual harassment at workplace. The policy has been structured in terms of provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules thereof.

3. Guidelines provide the basic tenets for the prevention of sexual harassment at workplace; detailed procedure for making a complaint of sexual harassment; procedures for inquiry of complaint and punishments for false or malicious complaint or false evidence. Further, certain responsibilities, as regards the protection of women against sexual harassment at workplace, have also been made incumbent upon the employers, which are as follows:

A. Every employer of a workplace is required to constitute, by order in writing, a Committee to be known as an Internal Complaints Committee (ICC). The ICC will be constituted by the GM - HRMD / Circle Head at Head Office/Circle Office level respectively. The ICC will consist of the following members to be nominated by the employer:

- i) Presiding Officer who will be a woman employed at a senior level at workplace from amongst the employees.
- ii) Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The presiding Officer and every member of the Internal Committee will hold office for a period not exceeding three years from the date of their nomination, as may be specified by the employer.

B. Every employer will provide necessary assistance to the woman if she so chooses to file a complaint in relation to the offence.

C. Pursuant to the framing of aforesaid policy, Circle Offices have been expressly advised to constitute the ICC in compliance of the provisions of the Act and to bring the names and contact details of the members of the ICC to the notice of all the employees working under respective Circles so as to dispose of the references and grievances pertaining to sexual harassment at workplace.

D. The ICC at the Circle Office level will submit its findings to respective Circle Head and the ICC at the HO level will submit its findings to GM (HRMD) for further consideration as per the provisions of the Act as discussed hereinbefore.

E. The complaint against the employee upto Scale IV under the jurisdiction of Circle Head be investigated by the committee constituted at Circle Office level and the complaint against the employees posted in HO Divisions and the officers in Scale V to VII be investigated by the committee constituted at HO level. The Chairperson of the committee will be an official at Senior Level. If the need arises, the constitution of the committee be changed depending upon the circumstances.

F. Every employer will cause to initiate action under the Indian Penal Code or any other Law for the time being in force, where the perpetrator is not an employee, in the work place in which the incident of sexual harassment took place.

G. The ICC will conclude the inquiry within a period of 90 days and will provide a report of its findings to the employer within a period of 10 days from the date of completion of the inquiry and such report is to be made available to the concerned parties also.

H. Where the ICC arrives at a conclusion that the allegation against the respondent has not been established, it will recommend to the employer that no action is to be taken in the matter.

I. Where the ICC arrives at a conclusion that the allegation against the respondent has been established, it will recommend to the employer as follow:

- a. To take action for Sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent.
- b. To deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions laid down in section 15 of the Act.
- c. To take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.

J. The employer will act upon the recommendation of the ICC within 60 days of its receipt by him.

K. Where the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or misleading document, it may recommend to the employer, to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules applicable to her or him or to take action in accordance with the provisions of the service rules applicable to her or him or to take action in accordance with the provisions mentioned in point I (c) above.

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