

**NMSM GOVERNMENT COLLEGE, KALPETTA**  
**WAYANAD, KERALA**

**Affiliated to University of Calicut, Kerala**



**ANTI-HARASSMENT POLICY**

**2019-20**

# NMSM Government College, Kalpetta

## Anti-Harassment Policy

### 1. Introduction

NMSM Government College, Kalpetta, is committed to maintaining a safe, respectful, and inclusive workplace where all employees—regardless of their gender, race, religion, or background—can work without fear of harassment. This policy outlines the institution's stance on workplace harassment, preventive measures, and procedures for addressing complaints. It is aligned with national legal frameworks, such as the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, as well as global best practices on creating respectful workplaces.

### 2. Definition of Harassment

Workplace harassment is defined as unwelcome or inappropriate behavior, verbal or physical, that creates an intimidating, hostile, or abusive work environment. Harassment may take various forms, including but not limited to:

- **Sexual Harassment:** Any unwelcome act or behavior that is sexual in nature, such as inappropriate comments, unwanted physical contact, suggestive gestures, or requests for sexual favors.
- **Verbal Abuse:** Insults, slurs, or derogatory remarks directed at a person or group based on gender, race, ethnicity, religion, or other personal characteristics.
- **Psychological Harassment:** Acts of bullying, intimidation, or unfair treatment that cause emotional distress or degrade the victim's sense of self-worth.
- **Discriminatory Harassment:** Treating an individual or group unfairly based on gender, caste, religion, disability, sexual orientation, or age.

### 3. Objectives of the Anti-Harassment Policy

- To provide a safe and harassment-free working environment for all employees at NMSM Government College.

- To ensure that employees are aware of their rights and responsibilities in preventing and addressing harassment.
- To establish clear procedures for reporting and investigating incidents of harassment.
- To provide support to victims of harassment and ensure that their complaints are handled with confidentiality and sensitivity.
- To promote a culture of mutual respect, inclusion, and dignity within the workplace.

#### **4. Scope of the Policy**

This policy applies to all employees, including teaching staff, non-teaching staff, administrative personnel, and visiting faculty. It covers all forms of harassment that may occur within the college premises, including classrooms, offices, and laboratories, as well as during work-related events and off-site assignments.

#### **5. Preventive Measures**

NMSM Government College has adopted the following preventive measures to ensure a harassment-free workplace:

- **Awareness Programs:** Regular training and workshops are conducted to educate employees about workplace harassment, their rights, and the college's zero-tolerance stance. These programs highlight the consequences of harassment and the importance of respectful behavior.
- **Internal Complaints Committee (ICC):** The college has an Internal Complaints Committee in accordance with the *Sexual Harassment of Women at Workplace Act, 2013*, comprising trained members who are responsible for addressing complaints related to sexual harassment. The committee ensures a fair and unbiased process for resolving complaints.
- **Code of Conduct:** All employees are required to adhere to a code of conduct that prohibits harassment and promotes respectful behavior. The code outlines appropriate workplace behavior and the consequences of violating these standards.

#### **6. Reporting Mechanism**

Any employee who experiences or witnesses harassment is encouraged to report the incident to:



- **Internal Complaints Committee (ICC):** The committee is the primary body for addressing sexual harassment complaints. Complaints can be made in person, in writing, or via email, and the identity of the complainant will be kept confidential.
- **Supervisors or Department Heads:** Employees may also report incidents to their supervisors or heads of department, who will then forward the complaint to the ICC.
- **Anonymous Reporting:** The college provides an option for employees to report incidents anonymously if they fear retaliation or social stigma.

## 7. Inquiry and Disciplinary Action

Once a complaint is lodged, the following procedure will be followed:

- **Preliminary Inquiry:** The ICC will conduct an initial investigation to gather facts and evidence related to the complaint. This may involve interviewing witnesses, reviewing documents, and examining the behavior of the accused party.
- **Full Inquiry:** If the complaint is found to be valid, a full inquiry will be initiated. Both the complainant and the accused will be given an opportunity to present their side of the story.
- **Action on Findings:** Based on the inquiry, the following disciplinary actions may be taken, depending on the severity of the offense:
  - **Verbal or Written Warning:** For minor offenses, a warning may be issued.
  - **Suspension:** The accused may be temporarily suspended from work pending further investigation or as part of disciplinary action.
  - **Termination:** In cases of severe harassment, the employee may be terminated from their position.
  - **Legal Action:** In serious cases, the matter may be reported to the police, and the college will cooperate with law enforcement for further investigation.

## 8. Confidentiality and Non-Retaliation

NMSM Government College is committed to protecting the privacy of all parties involved in harassment complaints. Information related to complaints, investigations, and outcomes will be kept confidential and only shared with individuals who are directly involved in the resolution process.

The college also has a strict non-retaliation policy. Employees who report harassment or participate in investigations will not face any adverse consequences, such as demotion, termination, or workplace exclusion. Any form of retaliation against a complainant or witness is strictly prohibited and will result in disciplinary action.

### **9. Support for Victims**

Victims of workplace harassment will be provided with the necessary support to ensure their well-being, including:

- **Counseling Services:** Professional counselors will be available to help victims cope with the emotional impact of harassment.
- **Academic or Work Adjustments:** If necessary, victims may be offered temporary changes in their work schedules or environments to avoid contact with the harasser.
- **Legal Guidance:** In cases of serious harassment, victims will be provided with guidance on seeking legal recourse.

### **10. Responsibilities of Employees**

All employees are responsible for maintaining a respectful and harassment-free workplace. This includes:

- Treating colleagues with respect and dignity.
- Refraining from participating in or condoning any form of harassment.
- Reporting incidents of harassment to the appropriate authorities.
- Supporting victims and creating an environment that discourages harassment.

### **11. Monitoring and Evaluation**

The college administration and ICC will continuously monitor the workplace environment to ensure the effectiveness of the anti-harassment policy. Feedback from employees will be regularly sought, and periodic evaluations will be conducted to assess the need for updates or improvements to the policy.

## 12. Conclusion

NMSM Government College, Kalpetta, is committed to fostering a workplace environment that upholds the principles of dignity, respect, and equality. This anti-harassment policy ensures that all employees are aware of their rights and responsibilities and provides a clear mechanism for preventing and addressing harassment. By implementing strict disciplinary measures and promoting a culture of inclusion, the college aims to create a workplace where every employee can thrive free from fear of harassment.



15/7/2019  
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