

Standard Operating Procedure to Report Workplace Issues Faced by Women

Introduction

The purpose of the SOP is to standardize the procedure to report workplace issues faced by women. It also aims to provide the concerned person to contact and to report any incident which is against the norms and culture of the organisation.

Objective/Role

- To provide a platform to the students, faculty and staff for a reporting mechanism on any workplace discomfort
- To assess the challenges confronted by women at work place
- To evaluate the types of harassment women faces at workplace
- To understand the information or awareness level of women about their rights and their contribution in raising their voice against harassment
- To facilitate the schools and the university with initial investigation report and recommend actions.

Reporting

The aggrieved student / employee shall report the incident within 48 hours to the school focal person along with any evidence which she may possess. It is preferred that the complaint or the incident shall be reported in writing and the necessary assistance may be provided to the concerned focal person.

The committee meetings will be convened as per the cases received.

Any disciplinary violation can be reported formally to the focal person of the relevant School/Institute. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. In addition, the focal persons should meet their respective female faculty members on a regular basis followed by a monthly meeting with their Deans/Director to discuss and propose the required improvements and to highlight the genuine concerns, if any.

Deans have an obligation to investigate violations even in the event that a formal complaint has not been filed.

Time Frame

The aggrieved employee shall submit the complaint within 48 hours of the incident. It may be extended for another week subject to providing the reason / circumstances prevented her to reach earlier.

Formal Procedure

- The focal person of the school shall submit the initial report to the Departmental committee based on her findings followed by the discussion with the respective Dean on an immediate basis
- Once complaint is submitted, Focal person will report it to harassment committee (Dean will formulate this committee at school level) the committee will comprise of senior Professors/Associate Professors from school. The committee will follow the guidelines of the Anti-Harassment policy and conclude the matter by suggesting the way forward.
- The Dean shall evaluate the report and take necessary action to resolve the issue within school or may report to the worthy Rector for further action if deemed necessary.
- The Schools/Institutes shall report the decision of the SDC (Student Disciplinary Committee) in case of students and to the Office of Human Capital Management for faculty /staff.
- The Rector may conclude the matter and affix the penalty to the guilty as per rules of the faculty/staff handbook or may refer the case to the "Harassment Committee "as deemed appropriate.