

## **STANDARD OPERATING PROCEDURE OF RKK REGARDING SEXUAL HARASSMENT OF WOMEN**

The school provides an environment free of any sort of harassment, be it sexual, physical, emotional or mental.

The policy adopted by the school is applicable for all the employees of the school – Management, Administrative, Academic, Non Academic, Support Staff etc.

### **The School Committee Comprises :**

- Mrs Seema Malhotra Baxi
- Mrs Neeta Johari
- Mrs Sapna Gupta
- Mrs Indra Shaktawat

### **SOP of RKK with regard to Sexual Harassment against women :**

- ❖ In case of any complaint pertaining to any sort of sexual harassment, the Committee initiates an enquiry on receipt of any complaint reported to the School Management or the Committee.
- ❖ On completion of the enquiry, the Committee will provide the report of its findings to the Management within 10 days.
- ❖ In case, the allegation is not proved, the Committee will recommend to the Management that no action is required to be taken in the matter.
- ❖ If the Committee finds the allegation to be true, the following action shall be taken as per the degree of the offense against the alleged person.
  1. Issuing of the show cause notice.
  2. Written apology.
  3. Recommending counselling of the alleged.
  4. Warning / Censure.
  5. Withholding of promotion.
  6. Withholding of pay rise or increment.
  7. Terminating the respondent from Service.

### **False or Malicious Complaint and False Evidence :**

False or Malicious Complaint and False Evidence is treated as misconduct and action is taken against the complainant in the manner same as mentioned above. Care will be taken that the aggrieved woman and the witnesses are not victimised or discriminated against during the pendency of the proceedings.

### **Maintain the Confidentiality :**

Confidentiality of the aggrieved party and the respondent will be maintained throughout.

### **COMMITTEE MEMBERS**

Mrs Seema Malhotra Baxi

Mrs Neeta Johari

Mrs Sapna Gupta

Mrs Indra Shaktawat

**Mrs Neera Singh, Principal**

