



## **Internal Complaint for POSH**

### **INTRODUCTION**

BCM School, Basant Avenue, Dugri road Ludhiana Prevention of Sexual Harassment Policy (POSH) has been designed and formulated in order to provide a safe and secure environment to the staff. It aims to change the mind-sets and attitudes by creating awareness about what contributes to sexual harassment and the steps that can be taken to address it. This policy serves as an important tool to make school safe and benefit the staff.

### **SCOPE**

The policy is applicable for all staff of BCM School including all contract employees, trainees, fellows, fixed time hirers, adhoc and third party staff who visit and are on work in school campus.

### **OBJECTIVES**

- To provide a basic understanding of sexual harassment at places of work.
- To Prohibit Prevent and Redress the problem of sexual harassment.
- To provide protection against sexual harassment of staff in school and for prevention and redressal of complaints of sexual harassment and for matters connected.
- To set forth the expectations of conduct and mutual respect at the school with the focus on prevention of sexual harassment of the process of complaint if these expectations are not met or violated.
- To establish and communicate that the school is committed to provide a work environment that is free from discrimination and harassment in any form.

### **STRUCTURE**

#### **CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE (ICC)**

Every organisation is obliged to constitute through a written order an Internal Complaint Committee. The Internal Complaint Committee will be comprising of :

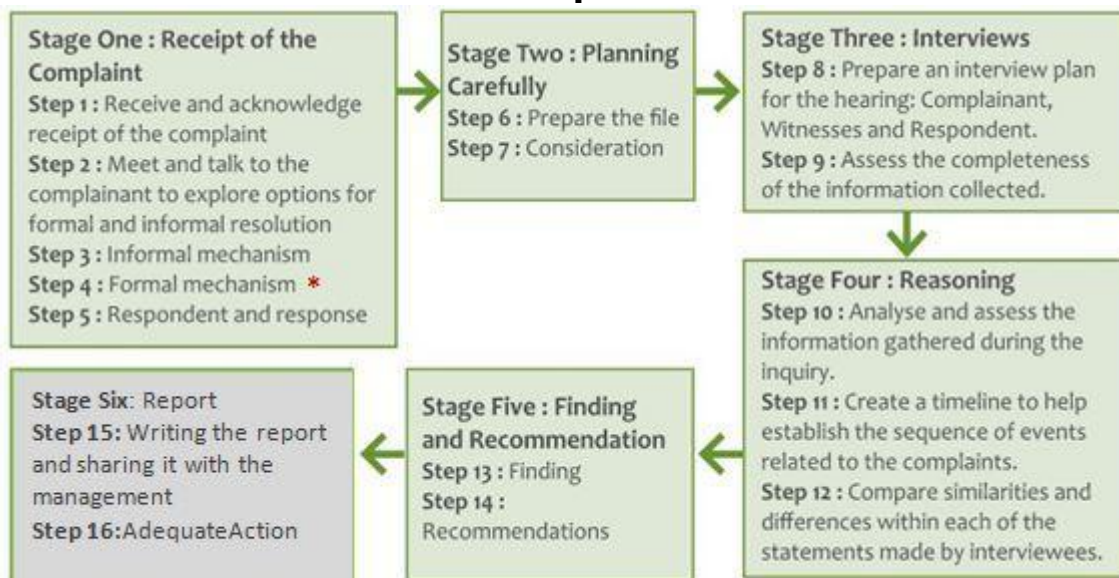
- Principal of BCM School, as the presiding officer ( Cr. Vandna Shahi)
- School Counselor as the Secretary ( Ms Charanjeet Kaur )
- Other members include Coordinators of different wings
- Teacher representative from each wing
- One member from a non-governmental organization or a person familiar with issues relating to sexual harassment.
- An Admin member. ( Mr. Rajani)
- Non teaching staff representative( Ms.

Any complaint that comes to the Internal Committee will be dealt with appropriately, sensitively and confidentially in the most judicious and un-biased manner within the defined time frame.

### **THE SEXUAL HARASSMENT COMPLAINT PROCESS**



### Internal Complaint for POSH



\*If not resolved by Step 3

### TIMELINE

Submission of Complaint	Within 3 months of the incident
Notice to the Respondent	With 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC to the Management	Within 10 days of completion of the inquiry
Implementation of the action recommended	Within 60 days.
Appeal	Within 90 days of Recommendation.