

Policy
Gender Policy
Sexual Harassment Policy



Loknaya Bhawan, By Pass Road
Bajnathpur, Rampur
Deoghar-814112
www.chetnavikas.in

Gender Policy of Chetna Vikas

One understanding of Gender

Humankind is made up of two primary genders i.e. male and female or men and women. Both men and women receive their identity and role today as much from the societal norms as from the laws of nature. Chetna Vikas believes that both men and women are different but equal and other than roles given by nature both can perform the tasks traditionally assigned to each other. This comes from the belief that both have equal capabilities and Potential.

The Pleasant reality

However analysis of the present day reality clearly brings out that women have less opportunities than men and this has affected the gender balance in the society, with women being more backward in terms of education, health and other quality of life indicators. Chetna Vikas believes that this is due to underutilization of women's potential as norms of society has denied them access and control over:

- ? Information, knowledge, skills
- ? Decision making at family community and society level
- ? Mobility, which is largely due to task distribution

In order to maintain the societal structure, divine and religious sanctions have been attached which have created oppressive stereotypes (the women in communities where Chetna Vikas works still get penalized and humiliated if they climb on the thatch roof or dare to plough the land. It is women alone who are labelled as witch or dayan).

All of above have created an oppressive culture of subservience with women's potential nipped in the bud and their right to free life ignored. This also effects the growth of family and society.

Development vis a vis gender

A review of the past efforts of development highlights how these have in some instances improved the situation of women, but on several occasions also widened the gap between men and women.

Prevailing culture and lack of gender sensitivity has prevented women and girls from receiving as much benefit from development programmes as men. As the girls cross the childhood they are prevented from attending schools, which may be at a distance. Almost all schools lack basic facilities such as toilets, which deter the women as teachers and girls as students to come to schools. Development planners do not seem to have given this much thought.

In the health sector women are more considered as mothers and begin receiving attention through MCH Programmes. But their reproductive health problems, which begin much earlier in age and continue till much later, have never crossed the minds of development planners as needing attention.



Gender Sensitive Development

The above examples clearly point out that for development to benefit both men and women, it will have to be planned considering needs of both. And since women have been subjected to discrimination and neglect, the situation will have to be corrected through positive discrimination in favour of women. Women will particularly have to be given access and control over :-

- ? Decision making
- ? Resources
- ? Information
- ? Mobility

However more representation in public and community institution will not do. It will have to be supported with building of capacity of women to be able to participate actively and play a meaningful role. On part of men, their sensitivity towards needs of women will have to be increase.

Gender Integration at Policy level in Chetna Vikas

Gender integration at Policy/Programmes level All of above have created an oppressive culture of subservience with women's potential nipped in the bud and their right to free life in Chetna Vikas.

So, Chetna Vikas accepts that there is an important role of women working in the field of Social development sector. Chetna Vikas viewed differently of all the related issues of women. Chetna Vikas accepts that women inclusion is important and necessary in the change and development of Society.

In this regard Chetna Vikas developed following rules for the equal participation of women. So, that they could be able to work with dignity, security and liberty.

- ? Safe and secure transport and accommodation when travelling,
- ? particularly for women staff
- ? Equal pay for work of equal value.
- ? Use of information technology to facilitate home working
- ? Flexible working hours and virtual working to strike a balance between home
- ? responsibilities and work
- ? Ensure that staff access to and use of information technology is gender equitable.

In continuation with these points the initiatives for gender integration can be divided at two levels i.e. Chetna Vikas and Community.

Chetna Vikas

- ? Commit a high level of support and resources to gender work and functions.
- ? Include a gender dimension in all finance guidelines, instructions and policies.
- ? Develop and refine tools and methods for assessing and reporting on gender-related investments at every level of the organisation.
- ? Maintain and update annually qualitative and quantitative information on gender related expenditure.



- ? Greater gender balance in terms of numbers in the governing board and staff.
- ? Opportunity to women in senior positions organization without affecting present staffing.
- ? Special inputs and opportunity for training and exposure to women staff.
- ? Attention towards special needs of women such as travelling to field, for training, facilities of toilets etc.
- ? Employee rules to have suitable maternity leave and benefits.
- ? Male staff to be sensitive towards females.
- ? Providing challenges to women staff and encouraging them to achieve.
- ? Governing Board will consists of 1/3 female members.
- ? General Body will also have 1/3 female members and prioritization given to backward and deprived women.
- ? Organization ensures 1/3 women members in village level committees
- ? A secured and peaceful environment will be developed in the organization where women can work with self-decision and security
- ? Women will be arranged separate sitting in the organization
- ? Separate male and female washroom / toilet will be in the organization
- ? Separate, safe and secure transport will be arranged for the women workers while field travelling

Village Institutions

- ? Representation in all groups / office bearers.
- ? Special groups for women (e.g. SHGs for women)
- ? Special provisions for participation of women building their capacities.
- ? Opportunity and encouragement (separate meeting with women to discuss issues at their place and in an environment comfortable to them).



Sexual Harassment Policy : Chetna Vikas

Background

1. Chetna Vikas is committed to creating and ensuring an enabling, dignified and equitable work environment for every employee. All Chetna Vikas employees should be able to work together in an environment free of exploitation, harassment and violence. We believe that sexual harassment is not only a criminal offence but is a violation of human rights. According to the Protection of Human Right Act, 1993 "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India. It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women so as to live with dignity which is a fundamental right guaranteed by our constitution. Sexual harassment is contrary to anti-discrimination law (Article 15: "prohibition of discrimination on grounds of religion, race, caste, sex or place of birth" and Article 19(1) (g) Right to freedom) which upholds a woman's right "to practice any profession, or to carry on any occupation, trade or business."
2. Sexual harassment is an act of power, and a public violation of a woman's dignity that is often trivialized by labeling it an interpersonal transgression. The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (hereinafter referred to as The Act) in lines with the Vishakha Judgement by the Hon'ble Supreme Court of India has laid out that it is the duty of the employer or other responsible persons at work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required. Chetna Vikas endeavours to put in place adequate measures to ensure safety, security, dignity, rights and equality of women.

2. Sexual Harassment: The Law

The Act has laid down process and procedures for resolution and prevention of sexual harassment enjoining employers by holding them responsible for providing a safe work environment for women. The application of the Act is to both organized and unorganized work sectors and to all women whether working part time, on contract or in voluntary/honorary capacity.

3. Purpose

- ? Following to The Act, Chetna Vikas has circulated this Policy against Sexual Harassment which will be strictly implemented in the offices of Chetna Vikas.
- ? Following to the Act, an Internal Complaints Committee shall be formed at each Administrative Unit of Chetna Vikas which is the body responsible to uphold the principles of this policy and also ensure the implementation of the Act in Chetna Vikas.
- ? It is important to provide an organization climate free from discrimination and harassment with a particular focus on sexual harassment and ensure this through all of Chetna Vikas's interventions and practices.



? The purpose of the policy is to promote a work place free from sexual harassment, prevent and minimize harassment of sexual nature, and provide an appropriate complaint mechanism to redress the complaints and ensure time bound redressal.

4. The Aim of the Policy

- ? To put in place a mechanism for prevention and redressal of sexual harassment cases at work place.
- ? To create a secure and stress free environment for women workers/ employees
- ? To ensure that no gender based discrimination takes places which hinders women's progress and equal opportunities for them
- ? To promote a healthy work environment in which men and women can work as a colleagues and develop their fuller potential

5. Sexual Harassment Committee

Constitution of the Committee- The Committee shall consist of 5 members in total, which is explained as below:

- ? Presiding Officer- Shall be a women employed at a senior level.
- ? Internal Members- 3 Internal members out of whom at least one would be a male member.
- ? External Member- 1 external member who is a person committed to the cause of women.

6. Complaint

- ? The aggrieved party must complaint to the Committee in writing within 3 months of the incident or 3 months from the last incident in case of series of incidents.

7. Role & responsibilities of Sexual Harassment Committee

- ? Summoning and enforcing the attendance of any person and examining him/ her on oath.
- ? Requiring the discovery and production of documents
- ? The inquiry must finish within a period of 90 days.
- ? At the end of such inquiry, the committee needs to submit a recommendation to the Management and the Management is bound to implement such recommendations. The Management is also required to submit a report of such implementation to the ICC.
- ? Copy of such recommendations shall be submitted within 10 days of finishing the inquiry.
- ? A copy of the same shall also be submitted to the two parties involved.
- ? Since the sexual harassment is considered a misconduct so punishment for misconduct may apply. **8.**



Malicious Complaint

If the committee comes to a conclusion that the allegation made against the respondent are malicious or have been made even after the knowledge of it being false or has produced forged or misleading documents, it shall report the same to the Management and the Management is bound to take action against the person involved in such malice.

9. Determination of Compensation-

- ? The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- ? The loss in career opportunity.
- ? Medical expenses incurred due to physical or psychiatric treatment.
- ? Income and financial status of the respondent.
- ? Feasibility of such payment in lump sum or instalments.

10. Examples of Objectionable behaviour include:

- ? Unwelcome sexual advances - whether they involve physical touching or not;
- ? Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; banter, insults, taunts or gibes which are disparaging about a particular gender or make reference to sexuality or intimate parts of the body
- ? Displaying pornographic or sexually suggestive objects, pictures, cartoons;
- ? Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- ? Inquiries into one's sexual experiences; and,
- ? Sexually oriented comments and use of abusive language in the presence of women or any other foul language which shows disrespect towards women

11. Minor Penalties:

- ? Being put on Probation for 6 months irrespective of length of service
- ? Censure/Reprimand in writing to be placed on record in the Personal File

12. Major Penalties:

- ? Reduction in salary not exceeding 1/3 of the gross pay
- ? Forfeiture of Annual Increment
- ? Suspension from work for a period not exceeding 3 months on half pay
- ? Transfer
- ? Dismissal



13. Conclusion

- ? The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of law.
- ? The provisions of this policy shall not restrict the powers of the Management or the complainant to proceed against the alleged offender for any other misconduct or other legal remedies.
- ? The policy will be reviewed from time to time and revised to keep it up to date with changes in state acts, employments policies or lessons learnt. The process for review will also consult all staff and seek advice externally
- ? The Committee will minute all its meetings and proceedings and submit quarterly reports to the Senior Management Team.

All staff should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will be treated as gross indiscipline.

