

ANTI HARRESSMENT CELL

POLICY DOCUMENT

Mar Sleeva College strives to create and maintain a healthy environment in which staff members and students are treated with dignity, decency and respect. Our institution will not tolerate unlawful discrimination or harassment of any form. Through enforcement of this policy and by education of students, The College will seek to prevent, correct and discipline behaviour that violates this policy. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College, and at all College-sponsored events.

Objectives

The cell meets the following objectives;

1. To develop a mechanism for the prevention and redressal of any form of harassment cases in the institution.
2. To develop principles and procedures to withstand any kind of harassment.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To address any harassment issues immediately and taken action as advised by the committee.
5. To organize awareness programme to raise awareness about harassment in its various forms and how to deal with it legally.

Scope of Applicability

This policy applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College.

Definition of Harassment:

Harassment is any verbal, non-verbal or physical conduct directed at an individual because of traits protected under federal, state or local law, including, but not limited to: a person's gender, race, colour, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, sexual orientation, genetic predisposition, military status, domestic violence victim status or any other basis protected by federal, state or local law, that is severe and/or persistent and is likely to interfere significantly with an individual's work or education, or adversely affect an individual's living conditions on campus and create an intimidating, offensive or hostile environment. Isolated incidents (e.g., a single comment) ordinarily will not constitute harassment. However, a single sexual advance may constitute harassment if it is linked to the granting or denial of employment benefits. Also, a single incident involving conduct of a physical nature may constitute harassment.

“Quid pro quo” harassment, arises where submission to harassment is used as a basis for employment decisions or academic advancement (e.g., promotions, raises, better working hours, grades, special accommodations, etc., are linked to compliance with sexual advances). Therefore, only someone who possesses authority to grant or deny such benefits can engage in “quid pro quo” harassment.

“Hostile work or learning environment” harassment arises where the harassing conduct creates an offensive and unpleasant working or learning environment for a person to whom harassing conduct is directed or for other persons whose environment is affected by, for example, observing the harassing conduct.

Prohibited Activity:

In accordance with applicable law, Mar Sleeva College prohibits all forms of harassment which includes any unwelcome conduct, whether verbal, physical, or visual, that is directed at an individual because of any trait protected by law. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or learning environment.

Examples of Prohibited Sexually Harassing and Other Unlawful Harassing Conduct:

- Verbal or physical conduct designed to threaten, intimidate, or coerce. This may include verbal taunting (including racial and ethnic slurs or negative stereotyping) or physical actions which impair the employee's ability to perform his or her job or interfere with the employee's or student's work or academic performance.

- Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of protected status.
- Verbal or physical conduct designed to threaten, intimidate or deter an employee or student from reporting potential harassment.
- Offensive or derogatory comments or jokes.
- Any conduct involving “kidding” or “teasing,” or “practical jokes” based on a person’s race, colour, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, sexual orientation, genetic predisposition, domestic violence victim status or any other basis protected by federal, state or local law.
- Blocking someone’s path or impeding movement or otherwise using unwarranted physical force to restrict the freedom of movement of another person.
- Deliberate destruction of another’s property.
- Overt threats or intimidation.
- Discrimination in the provision of employment opportunities, benefits or privileges or in any education program or activity based on one of the enumerated protected traits.
- Use of discriminatory evaluative standards in employment or academic evaluation based on one of the enumerated protected traits.
- Unwelcome sexual advances, requests for sexual favours or repeated requests for dates.
- Vulgar or lewd comments or jokes.
- Graphic or sexual comments about an individual’s dress or body.
- The use of sexually degrading words to describe an individual.
- Physical contacts such as patting, pinching, or repeated brushing against another’s body.
- Promise or provision of promotions, raises, better working hours, better grades, or special accommodations based on compliance with sexual advances or harassment.
- Any other unwelcome written, verbal or physical conduct of a sexual nature when: There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status, e.g., promotions, raises, better working hours, better grades, or special accommodations.

Functions

- *Addressing Complaints:* The cell is responsible for receiving and addressing complaints related to sexual harassment, gender-based discrimination, and other forms of misconduct. We ensure that these complaints are handled with sensitivity, confidentiality, and impartiality.
- *Awareness and Prevention:* We organize awareness programs, workshops, and seminars to educate the campus community about their rights and responsibilities, as well as to prevent incidents of harassment and discrimination.
- *Support and Guidance:* We provide guidance and support to those who have experienced harassment or discrimination, helping them navigate the reporting process and access necessary resources.
- *Policy Compliance:* The ICC ensures that the institution complies with all relevant laws and policies regarding harassment and discrimination, including the Prevention of Sexual Harassment at Workplace Act.
- *Grievance Redressal:* In addition to addressing specific complaints, we offer a grievance redressal mechanism to resolve issues and concerns related to harassment, discrimination, or misconduct.

Reporting an Incident:

If you have experienced or witnessed an incident of harassment or discrimination, we encourage you to report it to the ICC. Your confidentiality will be respected, and we will take prompt action to address the matter.

Members of the Anti Harassment Cell

Sl.No.	Name	Designations	Positions
1	Dr.Joshy Varghese	Principal	Chairman
2	Fr. Thomas Thoompumkal	Administrator	Member
3	Mr.Anand Joseph	Vice Principal	Coordinator
4	Ms.Anila John	Assistant Professor	Member
5	Ms.Alana Benny	Assistant Professor	Member