



Date: 29.9.23

NOTICE

Constitution of Internal Complaint Committee of SR INTERNATIONAL SCHOOL, BAREILLY

This is to inform that on 29.09.2023, SR INTERNATIONAL SCHOOL, has constituted its Internal Committee to look into the internal complaints of sexual harassment as mandated by The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Following are the members constituting the IC.

	Name	Contact no.	Email
Presiding Officer	Mrs Smita Bisht	9805606396	smitta5khatri@yahoo.com
Member	Mrs Rashmi	9927056373	rashmi249@gmail.com
	Mrs Shailly Arora	9897236737	shellyrk38@gmail.com
	Mrs Kamini Jha	8650247811	jha.kamini76@gmail.com
	Ms Priyanshi Kapoor	8126831820	priyanshikapoor140@gmail.com
	Mr Rishabh Gupta	9675830111	guptarishabh50@gmail.com
	Mr Viplove Divyasheesh	7906706118	viplovepathak@gmail.com
	Mrs Ramlalli (Helping Staff)	-	-
External Member	Simran Gill (Su Iecha Foundation)	9953610984	contact@suiccha.com

The employees can file a formal complaint of sexual harassment in the IC and it shall be liable to investigate into the complaint within the limits of POSH Act.

Any complaint against the members of IC shall be brought to the notice of the Principal/Presiding Officer and external member.

Any complaint against the employer shall be brought to the notice of external member and the district officer.

Employees can write a written complaint in case they face any discrimination and harassment at workplace or in the course of employment.

Date: 29.09.2023

Signature: 


Managing Director
S.R. International School
Bareilly


Principal
S.R. International School
Bareilly

S. R. INTERNATIONAL SCHOOL, BAREILLY

School Policy on Sexual Harassment of Women At Work

- S. R. International School concurs with the Supreme Courts definition of sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. This includes sexually suggestive remarks about women, demands for sexual favours and sexually offensive visuals in the workplace. This also covers situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.
- The school is committed to ensure that women do not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.
- The school has established a redressal mechanism in the form of a Complaints Committee which will look into the matters of sexual harassment of women at the workplace.
- This Committee will be headed by the Vice Principal & three members of the teaching staff along with the Health & Wellness Teacher.
- Upon receipt, the complaint will be reviewed for:
 1. The context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
 2. Clarity in the complaint.
 3. Additional information needed from the complainant.
- The complainant will be notified in writing to acknowledge receipt.
- The complainant will be informed about the ensuing process and the informal or formal options available for the redress.
- If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then a member of the Complaints Committee will be designated to receive and manage & explore enabling ways to address the complaint. This will include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a

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Principal
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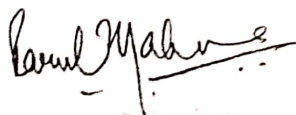
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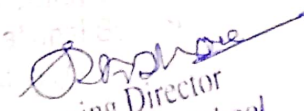


neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

- However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route.
- At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent.
- The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.
- If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.
- Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
- The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.
- The Complaints Committee & School Management's decision will be final on the said matter after redressal.



Vice Principal
S.R. International School
Bareilly

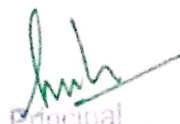

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