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Dated: 03/05/2021

ANTI-HARASSMENT POLICY

Policy Statement:

Shoolini University is committed to providing a safe and respectful environment for all members of its community, free from all forms of harassment, including sexual harassment, racial harassment, disability harassment, and other forms of harassment. This policy applies to all students, employees, and visitors to the university, regardless of their gender, sexual orientation, race, disability, or any other protected characteristic.

Objective:

The objective of the University's Anti- Harassment policy are to:
The University will follow the Guidelines of the UG Act, 1956 (Section 20). In addition to that, the policy will be implemented in the following:

1. Eliminate acts of harassment, either sexual or otherwise, and provide appropriate procedures to deal with the problem in case of such an occurrence.
2. Encourage and promote the creation of workplaces free of harassment, in which employers and employees respect their privacy and right to equality within and outside of the University.
3. Deal with it in a sensitive, prompt, unbiased, and confident manner
4. Ensure that neither the aggrieved nor the alleged party is victimized in any way by management.

Definition of Harassment

Harassment is any unwelcome conduct that is:

- Unwanted or unwelcome
- Based on a person's protected characteristic
- Creates a hostile or offensive work or learning environment
- Has the purpose or effect of interfering with a person's work or education

Harassment can take many forms, including:

- Verbal harassment, such as making derogatory or offensive comments.
- Physical harassment, such as unwanted touching or assault
- Visual harassment, such as displaying or distributing offensive material.
- Written harassment, such as sending or posting offensive messages.
- Cyberbullying, such as sending or posting offensive messages online.

Remedies:

If you believe that you have been harassed, you should report the incident to the Shoolini University Anti-Harassment Committee. The committee will investigate the matter and take appropriate action, which may include:

- Reprimanding the harasser
- Requiring the harasser to attend counselling
- Suspending or expelling the harasser

Confidentiality:

The Shoolini University Anti-Harassment Committee will take all reasonable steps to protect the confidentiality of all parties involved in a harassment complaint. However, it may be necessary to share some information with other university officials, such as the Dean of Students or the Human Resources Department, in order to investigate the complaint and take appropriate action.

Enforcement:

Any person who violates this policy will be subject to disciplinary action, up to and including termination of employment or expulsion from the university.

Reporting Harassment:

If you believe that you have been harassed, you should report the incident to the Shoolini University Harassment Committee. You can report the incident by sending an

email to the committee's official email address. The email should include the following information:

Your name and contact information

- The name of the person who harassed you
- A brief description of the incident
- Any other relevant information and document, if any.

Committee formation to Investigate the case:

The following will be the committee to look into the issue:

1. Dean Student welfare	Chairperson
2. Director HR	Member Secretary
3. Director Operation	Member
4. Concerned Dean of Faculty	Member
5. Dean/ Senior most teacher of Law School	Member

After receiving your complaint, the Harassment Committee will initiate an investigation within 2 days from the date of the receipt of the complaint to discuss the issue. The committee may interview you, the person who harassed you, and any other witnesses. The committee will also review any relevant documents or evidence.

Decision:

After the investigation, the Harassment Committee will make a decision about the case. The committee may decide to take no action, issue a warning, impose a fine, suspend the person who harassed you, or expel the person who harassed you.

Appeal:

If you are not satisfied with the decision of the Harassment Committee, you may appeal the decision to the Vice Chancellor. The Vice-Chancellor will review the case and make a final decision.

Counselling :

In addition, the Harassment Authority may direct the student/ Employee to undergo compulsory counselling sessions by the psychologist/psychiatrist and/or campus community.

Support Services:

If you have been harassed, you may also want to seek support from the following resources:

- The Shoolini University Counseling Cell
- The Shoolini University Dean Student Welfare Office

Confidentiality of complaints:

Harassment complaints will be kept confidential, except as required to complete the investigation and review process, or unless the University is required to disclose it in a legal action. To maintain confidentiality, it is important that the employees should not also confer with anyone else about the situation.

Disciplinary Action:

Where the harassment amounts to misconduct, the University shall in accordance with the HR Policy or rules initiate appropriate disciplinary action. Harassment is a disciplinary offense and is capable of amounting to gross misconduct and can lead to suspension.

Non- Retaliation :

Discrimination or harassment for any reason will not be tolerated. No retaliation or intimidation directed towards anyone who makes, assists in making a complaint or is a witness in an investigation, will be tolerated.

The law and our values protect any person who, in good faith, reports what he or she thinks is discrimination or harassment from experiencing retaliation he or she has exercised his or her legal rights.

Questions :

If you have any questions about this policy, please contact the Shoolini University Anti-Harassment Committee.

This policy is valid for the next 5 Years.


REGISTRAR
Registrar
Shoolini University of Biotechnology
& Management Sciences
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