**POLICY AGAINST SEXUAL HARRASSMENT**

AVANTHI institute of engineering and technology (AIET) is committed to providing a safe environment for all its students and employees free from discrimination on any ground and from harassment including sexual harassment. AIET will operate a zero tolerance policy for any form of sexual harassment in the organization, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from college/ employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

# Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person’s employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### Physical conduct

* Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
* Physical violence, including sexual assault
* The use of job/study-related threats or rewards to solicit sexual favors

### Verbal conduct

* Comments on appearance, age, private life, etc.
* Sexual comments, stories and jokes
* Sexual advances
* Repeated and unwanted social invitations for dates or physical intimacy
* Insults based on the sex of the worker
* Condescending or paternalistic remarks
* Sending sexually explicit messages (by phone or by email)

### Non-verbal conduct

* Display of sexually explicit or suggestive material
* Sexually-suggestive gestures
* Whistling
* Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. AIET recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed AIET recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the campus, for example between director or principal and employee and between students inter/same branch.

All sexual harassment is prohibited whether it takes place within college premises or outside, including at cultural/academic events, industrial visits, training sessions or conferences sponsored by college (AIET).

# Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AIET recognizes that sexual harassment may occur in unequal relationships (i.e. between a employee and his/her students) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the grievance department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

* immediately record the dates, times and facts of the incident(s)
* ascertain the views of the victim as to what outcome he/she wants
* ensure that the victim understands the institution procedures for dealing with the complaint
* discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
* keep a confidential record of all discussions
* respect the choice of the victim
* ensure that the victim knows that they can lodge the complaint outside of the campus through the relevant country/legal framework

# Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

* verbal or written warning
* adverse performance evaluation
* reduction in wages
* demotion
* suspension
* dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

# Implementation of this policy

Avanthi institute of engineering and technology (AIET) will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff/student handbook. All new employees /students must be trained on the content of this policy as part of their induction into the company.

Every year, AIET will require all employees /students to attend a refresher training course on the content of this policy.

It is the responsibility of every student/employee of institution to ensure that all his/her employees/students are aware of the policy.