



ANTI-SEXUAL HARASSMENT POLICY

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18/06/2018

RVF/ASHP/01

RESIGHT VISION FOUNDATION, JALANDHAR, PUNJAB

ANTI-SEXUAL HARASSMENT POLICY

Approved By	DR. AMANDEEP SINGH ARORA	PRESIDENT	
Issued By	MS. SAPNA THAKUR	SECRETARY	



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POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

I. COMMITMENT:

Our Hospital is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Hospital is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The Hospital will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

II. SCOPE:

This policy applies to all categories of employees of the Hospital, including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or at client sites. The Hospital will not tolerate sexual harassment.

The workplace includes:

1. All offices (departments)
2. All Hospital-related activities performed at any other site away from the Hospital's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

III. DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault

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- ☒ Physical contact, e.g. touching, pinching
- ☒ The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- ☒ Comments on a worker's 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



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IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Hospital have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of “**Complaints Committee**” has been created in the Company for time-bound redressal of the complaint made by the victim.

VI. COMPLAINTS COMMITTEE:

The Hospital has instituted a Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Complaints Committee will comprise of the following Seven members

1. Medical Director (President of committee)
2. Hospital Administrator (Secretary of committee)
3. HODs (Member of committee)

The Complaints Committee is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment .

VII. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The Hospital is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

A. Informal Resolution Options

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When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee member (any) for redressal of their grievances. The member (Complaints Committee) will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. Complaints:

1. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the head of the Complaints Committee constituted by the Management. The complaint shall have to be in writing (sexual harassment form) and can be in form of a letter, preferably within 5 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the head of committee to contact them and take the matter forward.

2. The head of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 7 days from receipt of the complaint.

In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the head of committee will record this finding with reasons and communicate the same to the complainant.

3. The head of Complaints Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Complaints Committee.

4. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Medical Director as soon as practically possible and in any case, not later than 10 days from the date of receipt of

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the complaint. The Medical director & Hospital admin then will ensure corrective action on the recommendations of the Complaints Committee and head of the committee will keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Private apology
- b. Counselling
- c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
- d. Change of work assignment / transfer for either the perpetrator or the victim.
- e. Suspension or termination of services of the employee found guilty of the offence

6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Sexual Harassment Complaint Form

Your name: _____

Status: Patient Staff Faculty Visitor Other (specify) _____

If employee, Designation Job Location _____

Address: _____ contact no: _____

Individual engaging in alleged harassment: _____

Your administration unit and position title (if employee): _____

Your relationship to the individual engaging in alleged harassment: supervisor Co-worker

Other (specify): _____

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Are there others who have witnessed this behavior or other who experienced similar behavior by the individual named above? If so, please provide their name (s), indicate if witness or individual with similar experience, their address(s) and their phone numbers (s).

Did you tell anyone about your experience after the alleged incident? If so please provide the name (s) and telephone number(s) of whomever you spoke to. _____

Did you take any action (s) in attempt to stop the harassment? _____

Do you have any suggestion for proposed action to address or resolve the harassment?

Do you have any additional information and comments (use separate sheet if necessary)

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Signature of person making report: _____ Date _____



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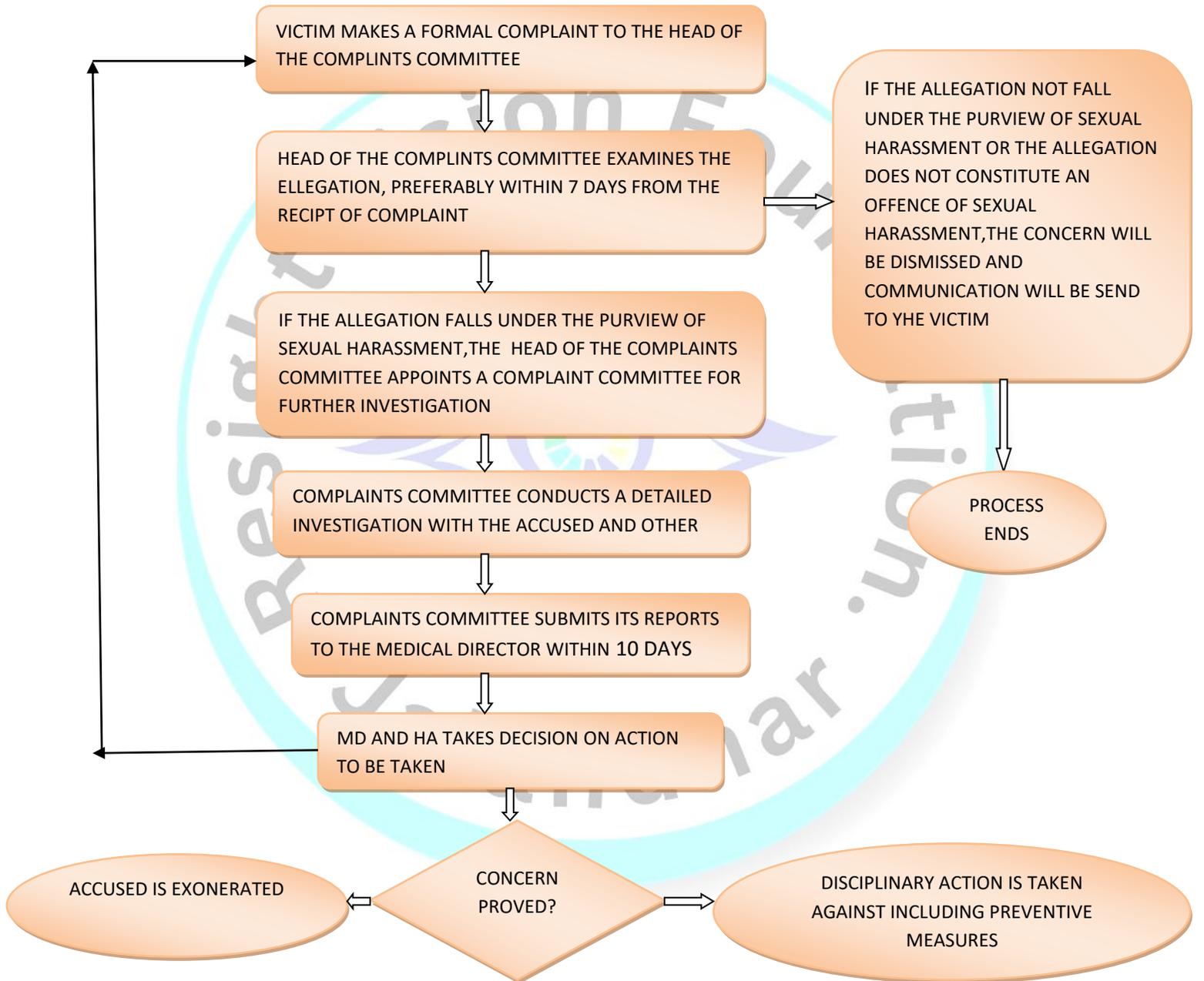
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PROCESS FLOW



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PROCESS FOLW

VIII. CONFIDENTIALITY:

The hospital understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential. :

To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

IX. ACCESS TO REPORTS AND DOCUMENTS:

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Hospital except where disclosure is required under disciplinary or other remedial processes.

X. PROTECTION TO COMPLAINANT / VICTIM:

The Hospital will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

XI. CONCLUSION:

In conclusion, the Hospital reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

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