## SEXUAL HARASSMENT COMMITTEE

*(Prevention, Prohibition and Redressal of Sexual Harassment)*

### 1. INTRODUCTION

Green View Public School, Jalalpur, Bhadohi, is committed to providing a safe, respectful, inclusive and dignified environment for all students and employees. In accordance with the principles of prevention, prohibition and redressal of sexual harassment, the school has constituted a Sexual Harassment Committee to address complaints and concerns relating to sexual harassment and to promote awareness, gender respect and personal safety within the school.

### 2. COMPOSITION / MEMBERS OF THE COMMITTEE

| S.No. | Name of Member | Designation | Role | Contact No. |
|---|---|---|---|---|
| 1 | MR. BHUPESH KUMAR SINHA | Principal | Chairperson | 9919585984 |
| 2 | MRS. NANDINI SHARMA | HR | Member | 9721240240 |
| 3 | MRS. CHANDRAPRABHA SINGH | Teacher | Member | 9936222803 |
| 4 | MR. FATAH MOHAMMAD KHAN | Discipline In-charge | Member | 8743904986 |
| 5 | MRS. REKHA SINGH | Counsellor / Teacher | Member | 6307833135 |

Note: The names and contact numbers of committee members should be entered by the school before the document is issued/displayed.

### 3. OBJECTIVES

- Prevent discrimination and sexual harassment by promoting dignity, equality, gender respect and a safe school environment.
- Provide a clear and confidential mechanism for receiving and addressing complaints.
- Deal with complaints in a fair, impartial and time-bound manner while protecting the dignity and privacy of all concerned.
- Provide appropriate support to the complainant and take suitable action where misconduct is established.
- Conduct awareness programmes, orientation sessions and sensitisation activities for employees and students.

### 4. PROCEDURE FOR FILING COMPLAINTS

1. Any student, employee or other person covered by the school's policy who experiences or witnesses conduct of a sexual nature may approach any member of the Committee.
2. A complaint may be submitted orally or in writing, subject to the applicable institutional procedure. An oral complaint should be documented by the receiving Committee member and authenticated by the complainant wherever appropriate.
3. The identity and details of the complainant and other parties shall be treated confidentially to the extent permitted by applicable law and procedure.
4. Where the school provides an anonymous grievance/drop-box mechanism, concerns may be submitted through that channel; however, the ability to conduct a formal inquiry may depend on the information available.

### 5. CONDUCT / BEHAVIOUR COVERED

The Committee may address unwelcome conduct of a sexual nature, including, where applicable:

- Unwelcome physical contact or advances.

Principal
Green View Public School
Aff. No. 2131027 School Code 71186
Jalalpur, Bhadohi 221401 (U.P.)

- Demand or request for sexual favours.
- Sexually coloured remarks, comments or jokes.
- Showing or sharing sexually explicit/offensive material.
- Unwelcome verbal, non-verbal or physical conduct of a sexual nature.
- Gender-based insults, taunts, innuendoes or humiliating remarks.
- Unwelcome touching, brushing or forced physical contact.
- Stalking, blackmail, threats or coercive behaviour.
- Inappropriate gifts, gestures, propositions or pressure of a sexual nature.
- Cyberbullying, online harassment or circulation of offensive material.
- Other conduct that violates the dignity, safety or personal boundaries of a student or employee.

## 6. PROCEDURE FOR DEALING WITH COMPLAINTS

### Filing and Initial Action

- A complaint may be made to any Committee member.
- The receiving member shall promptly inform the Chairperson/authorised head of the Committee and place the matter before the Committee according to the applicable procedure.
- The Committee shall arrange an appropriate meeting/hearing and document the complaint, facts and relevant supporting information.
- The complainant should provide, as far as reasonably possible, details of the incident, date/time, location, persons involved and witnesses/evidence.

### Process of Enquiry

- The complainant's statement/allegations shall be recorded and the respondent/accused shall be given a fair opportunity to respond, subject to applicable law and child-safeguarding requirements.
- Relevant statements, documents and other evidence may be considered by the Committee.
- Confidentiality shall be maintained throughout the process to the extent permitted by law.
- The Committee shall take reasonable steps to prevent intimidation, retaliation or undue influence on complainants and witnesses.
- The Committee shall review the available material impartially and record its findings and recommendations.
- Where necessary and legally permissible, appropriate interim measures may be recommended to protect the safety and well-being of the complainant or other persons during the process.

### Decision and Action

- On completion of the enquiry, the Committee shall record its findings and recommend appropriate action in accordance with applicable law, school rules and safeguarding requirements.
- Where misconduct is established, suitable remedial and disciplinary action may be taken by the competent authority.
- Records relating to complaints shall be maintained securely and confidentially.

## 7. POSSIBLE DISCIPLINARY ACTION

Depending on the nature and seriousness of the matter and subject to applicable rules, disciplinary measures for employees may include:

- Warning or written censure.
- Written apology, where appropriate.
- Adverse entry or other service-related action as permitted by applicable rules.
- Restriction from specified duties or responsibilities.
- Withholding of increment/promotion where legally and institutionally permissible.
- Transfer or reassignment where appropriate.
- Termination/dismissal in accordance with applicable service rules and law.
- Any other lawful and proportionate action.

02/08/26

Principal
Green View Public School
Aff. No. 2131027 School Code-71186
Jalalpur, Bhadohi-221401 (U.P.)

For students, disciplinary measures may include, depending on the nature of the misconduct and school rules:

- Warning and counselling.
- Written apology, where appropriate.
- Restriction from specified activities or positions of responsibility.
- Disciplinary action under the school's student code of conduct.
- Suspension or expulsion in serious cases, following due process and applicable child-protection requirements.
- Any other lawful and proportionate action.

## 8. AWARENESS AND PREVENTION

- Orientation and sensitisation programmes for employees and students.
- Awareness sessions on respectful behaviour, personal boundaries, gender dignity and safe use of digital platforms.
- Display of information about the Committee and the available complaint mechanism at an accessible location.
- Periodic review of the school's prevention and redressal procedures.

## 9. CONFIDENTIALITY

The school shall take reasonable steps to protect the privacy and confidentiality of complaints, statements, evidence and proceedings, subject to disclosures required by law, child-safeguarding obligations or directions of a competent authority.

## 10. CONCLUSION

Green View Public School is committed to ensuring that students and employees feel safe, respected and secure within the school environment. The Sexual Harassment Committee shall support prevention, awareness and fair redressal of complaints and shall periodically review the policy and procedures to maintain an effective and responsive mechanism.

**For Green View Public School**

02/08/26

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Principal / Chairperson
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