



PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

Effective Date: 28/05/2025

Location: Ghaziabad, Uttar Pradesh

1. OBJECTIVE

The Shri Ram Universal School is committed to providing a safe, respectful, and inclusive environment for all students, staff, and stakeholders, free from sexual harassment. This policy:

- Aligns with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** (POSH Act) and CBSE guidelines.
- Prohibits all forms of sexual harassment.
- Establishes a robust redressal mechanism through an **Internal Complaints Committee (ICC)**.

2. SCOPE

This policy applies to:

- All employees (teaching/non-teaching staff, contractors).
- Students (Grades K-12).
- Parents, visitors, and third parties interacting with the school.
- Incidents occurring on campus, during school events, or in virtual interactions (e.g., online classes).

3. DEFINITION OF SEXUAL HARASSMENT

As per the POSH Act, sexual harassment includes but is not limited to:

- **Physical:** Unwanted touching, assault, or gestures.
- **Verbal:** Sexual comments, jokes, or propositions.
- **Non-Verbal:** Staring, displaying explicit material, or cyber harassment.
- **Quid Pro Quo:** Implied/promised benefits in exchange for sexual favors.
- **Hostile Environment:** Conduct that creates an intimidating/offensive atmosphere.

Note: Gender-neutral complaints (if involving students) will be addressed under the school's **Code of Conduct**.

4. INTERNAL COMPLAINTS COMMITTEE (ICC)

4.1 Composition

Sr. No.	Name	Designation in IC	Contact
1	Ms. Bhawna Khanna	President	9810402098
2	Mr. Prshant Sharma	Faculty Rep.	9971023292
3	Ms. Navadha Mittal	Faculty Rep.	8448620402
4	Mr. Deep Mali	Non-Teaching Rep.	9899683368
5	Ms. Reema	Legal Expert	9643580519

Term: 3 years (renewable).

Quorum: Minimum 3 members (including Presiding Officer) for proceedings.

4.2 Contact Details

- Email: info@tsusghaziabad.com
- Phone: 8595137137
- Complaint Box: Located near the Reception (accessible to all).

5. COMPLAINT MECHANISM

5.1 Submission

- **Written Complaint:** Submitted via email/form (Annexure A).
- **Oral Complaint:** Recorded by ICC in writing within 48 hours.
- **Anonymous Complaints:** Investigated if verifiable evidence is provided.

5.2 Interim Relief

- Immediate measures (e.g., transfer, leave, restraining orders) may be granted during inquiry.

6. INQUIRY PROCESS

6.1 Timeline

- **Acknowledgment:** Within 48 hours of receipt.
- **Investigation:** Completed within **90 days**.
- **Report Submission:** 10 days post-inquiry to the Principal.

6.2 Procedure

1. **Preliminary Review:** ICC assesses complaint validity.

2. **Hearings:** Separate sessions for complainant and respondent.
3. **Evidence:** Both parties may submit documents/witnesses.
4. **Confidentiality:** Strictly maintained throughout.

7. DISCIPLINARY ACTIONS

- **For Staff:** Suspension, termination, or legal action as per service rules.
- **For Students:** Counseling, suspension, or expulsion under CBSE guidelines.
- **Third Parties:** Restricted access to campus/police complaint.

8. FALSE COMPLAINTS

- Malicious or false claims will result in disciplinary action against the complainant.

9. AWARENESS & TRAINING

- **Annual Workshops:** Mandatory for staff/students (Grades 6-12).
- **Parent Orientation:** Included in PTA meetings.
- **Digital Campaigns:** Posters, intranet resources, and student-led initiatives.

10. POLICY REVIEW

- Reviewed **annually** by the ICC and Governing Body.
- Amendments communicated via circulars/notice boards.

11. CONCLUSION

The Shri Ram Universal School pledges zero tolerance for sexual harassment. This policy ensures a systematic, fair, and empathetic approach to safeguarding our community.

Approved By:

Ms. Bhawna Khanna

Principal

The Shri Ram Universal School



Attachments:

- Annexure A: Complaint Form

Note: This policy is available on the school website. Queries may be directed to the ICC.

Annexure A: Complaint Form

THE SHRI RAM UNIVERSAL SCHOOL
SEXUAL HARASSMENT COMPLAINT FORM
(Confidential - For ICC Use Only)

Complaint No.: _____

Received on: _____

1. Your Details

Name: _____

Role: Teacher Staff Student Parent Other _____

Grade/Dept: _____

Contact: Phone _____ Email _____

2. Incident Information

Date(s): _____

Where: Classroom Office Bus Online Event Other _____

What happened: _____

Witnesses (if any): Names _____ Contact _____

3. Evidence

Photos Videos Messages Emails Other _____ \

4. Submission

How to submit:

Give this form to ICC office

Email to info@tsusghaziabad.com

Tell any ICC member (they will write it down)

I confirm this is true to my knowledge.

Signature: _____ Date: _____