



strawberry fields
HIGH SCHOOL

Prevention of Sexual Harassment (POSH) Policy

The Sexual Harassment of Women at Workplace
(Prevention, Prohibition And Redressal) Act, 2013

OBJECTIVE

Strawberry Fields High School strives to create a nurturing environment for its community; to this effect, we are committed to resolving problems with fairness and transparency before they can develop into major difficulties. Staff members may raise a concern or grievance regarding sexual harassment at any given time in accordance with the procedure for resolution laid down by the school.

SCOPE

The policy is applicable for all staff of Strawberry Fields High School including all contract employees, trainees, interns, ad hoc and third party staff who visit and are on work in the school campus.

DEFINITION

A grievance is a concern, problem or complaint that an employee raises within the school, as per the The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013.

“(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:— (i) physical contact and advances; or (ii) a demand or request for sexual favours; or (iii) making sexually coloured remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;”

Note: The complaints of the following nature are summarily dismissed,

1. Complaints which are illegible or vague, anonymous or pseudonymous;
2. The issue raised relates to civil dispute between the parties;
3. The issue raised relates to service matters;
4. Matter is sub judice before a Court/Tribunal;
5. Complaints involving no deprivation of women rights.

GENERAL PRINCIPLES AND PROTOCOL

Employees should raise their grievance within three months of the incident, with any member of the Internal Complaints Committee (ICC), clearly explaining the nature of the complaint.

Step 1	Receipt and acknowledgement of the complaint*
Step 2	Meet and talk to the complainant to explore options for formal and informal resolution of the complaint
Step 3	Informal resolution of complaint; mediation between both parties
Step 4	Formal resolution of the complaint (if Step 3 is inconclusive)
Step 5	Formal preparation of the case file
Step 6	Enquiry into complaint by a minimum of 4 members of the ICC; prepare for and conduct interviews for the hearing – complainant, witnesses, if any, and the respondent.
Step 7	Assess the completeness of the information collected; create a chronological timeline to establish sequence of events; compare similarities and differences within statements.
Step 8	Analysis and assessment of the findings and information gathered during the enquiry.
Step 9	Preparation of a consolidated report with recommendations; share with the school management
Step 10	Take reasonable, adequate and acceptable action.

*Provide guidance to write a grievance email, if required. A grievance description or a grievance email must have the following attributes:

- a) The email must clearly state the facts pertaining to the grievance and elucidate events in chronological order.
- b) Copies of relevant documents related to the grievance should be attached, if required.

INTERNAL COMPLAINTS COMMITTEE

Name		Contact Number	Email ID
Ms. Nisha Kaul	Presiding Officer	9569042539	nishakaul@sfhs.in
Ms. Shabnam Singha	Member	9872094884	shabnamsingha@sfhs.in
Ms. Angelina Singh	Member	9888931017	angelina.ddf@sfhs.in
Ms. Taranjot Randhawa	Member	9900025490	taranjotrandhawa@sfhs.in
Ms. Kritima Rana	Member	9871632669	kritimarana@sfhs.in
Ms. Sanmeet Kaur	External Member	9417290000	sanmeet.ips@gmail.com
Dr. Mahesh Hiranandani	External Member (Male)	9876608322	mhiranandani@yahoo.com
Mr. Amar Vivek	External Member (Male)	9814027754	amarvivek551@gmail.com

TIMELINE

1. Submission of complaint – within 3 months
2. Notice to the respondent – within 7 days of receiving the complaint
3. Completion of enquiry – within 90 days
4. Submission of report by ICC to management – within 10 days of completion
5. Implementation of the recommended action – within 60 days