

To Whomsoever It May Concern

8 October 2020

The Dhruvad Sansthan ICC serves to hear complaints of sexual harassment against any teacher, staff or student at Dhruvad Sansthan. The ICC encourages aggrieved women to approach the committee without fear by writing to dhruvadsansthan.icc@gmail.com

To alleviate concerns about meetings with ICC, the committee would like to clarify the process:

1. Due to the ongoing pandemic, all complaints will be received over e-mail and all meetings will be virtual online.
2. On receipt of an e-mail, the ICC will acknowledge receipt of the same. Wherever deemed necessary, the ICC will communicate with the complainant to set up a date and time for an online meeting/deposition.
3. A written statement of proceedings will be prepared, as required by law. The meeting may also be recorded (audio and video) with the complainant's permission.
4. All attendees (committee members and complainant) will formally introduce themselves and testify that there is no one else in the room with them.
5. The complainant will be informed about confidentiality that binds all ICC members.
6. The complainant's testimony will be heard. The primary purpose of a meeting is for the complainant to be able to express freely and for the ICC to listen. For their understanding and for the record, ICC members may ask for clarifications where needed.

7. After the meeting, the written statement of proceedings will be sent to all attendees by e-mail. All attendees will acknowledge receipt of the same, certify that they agree with the statement and that they will abide by the confidentiality clause included in it.
8. After all attendees certify the statement of proceedings in this way, the ICC will take the inquiry forward.
9. Where applicable, the complaint will be shared with the respondent within a period of 7 days.
10. If deemed necessary, the ICC will ask for follow-up meetings with the complainant.
11. The complainant will have the right to use the certified statement of proceedings for further legal recourse if s/he should so choose.

This ICC, constituted under “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013” serves to provide a comfortable, safe hearing and fair redressal to all complainants of sexual harassment against any teacher, staff or student at Dhruvad Sansthan. It is committed to the spirit of the law in safeguarding trust and confidentiality and bound by the law to do so.

Sd/-

Anu Gupta

Presiding Officer