



Organisation in Special Consultative Status with  
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A Home for 60,000 Indigenous Children



# PROTECTION POLICIES

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CHILD PROTECTION POLICY

GENDER POLICY

ANTI SEXUAL HARASSMENT POLICY

# **PROTECTION POLICIES**

CHILD PROTECTION POLICY  
GENDER POLICY  
ANTI SEXUAL HARASSMENT POLICY

**Kalinga Institute of Social Sciences**

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# Section 1

## CHILD PROTECTION POLICY

# CHILD PROTECTION POLICY

## SCOPE

**T**he Child Protection Policy (CPP) applies to all individuals working for or associated with Kalinga Institute of Social Sciences (KISS).

- All staff members and resource persons based in Head Office, Field Offices and others in field areas and project sites.
- Other members – members of the board, volunteers, students, community volunteers, contractors, vendors and others who may come into contact with children through KISS.
- Guests/visitors, donors, journalists, media representatives, researchers, celebrities, etc. who may come into contact with children through KISS.

## IMPLEMENTATION GUIDELINES

Kalinga Institute of Social Sciences (KISS) will ensure the safety of children at a holistic level. It includes:

- Physical Safety
- Psychosocial Safety
- Background verification of staff
- Visitor Management System

## CPP1. AWARENESS PROGRAMME

- Organise regular awareness program on child rights and child protection for children, staff members, project staff, volunteers, community representatives, field volunteers and others associated with the institute / children.

## CPP2. INTERVENTION

- Interventions/projects of the institute will be designed with a right based approach. Wherever children / students are involved in the intervention/project; the needs of children will be integrated along with their sensitisation and empowerment on various related issues.
- Making community advocacy program on child rights and gender issues integral part of all interventions that will also include parents and the community members.

## CPP3. COMPLIANCE MECHANISM

- Background verification, past experience and aptitude, interest in education sector and teaching children will be important considerations, in addition to essential and desired qualification while recruiting teachers and related staff at the institute. All persons shall be informed about CPP during their recruitment at the institute.
- The school environment including school buildings, premises, playgrounds, laboratories, libraries, hostels, dining areas, etc. will be kept safe and secure. It will be built on 'life safety' ensuring resilience to hazards – catastrophe, manmade or natural. CCTV cameras will be installed at strategic locations to ensure there is monitoring and recording.
- A digital visitor management system with visitor sign-in information and photo ID badges will be followed to ensure security of students in the institute.
- A Child Protection Committee (CPC) will be set up in the institute consisting of senior personnel from the institute, representation from the parent's community and children's representatives. Necessary functional linkages with local elected representatives, police and hospital shall be established, if required.
- Drop boxes will be placed in selected areas of the institute for children to write and share their grievances, if they do not want to talk about it openly. The boxes will be checked regularly with effective grievance redressal.

## KISS PROTECTION POLICIES

- Capacity building of staff members working with children in different projects, in schools, etc. to effectively deal with and promote rights of children and to help protect them any kinds of exploitation and abuse will be undertaken.
- Regular monitoring of staff's performance and conduct to ensure the same is in tandem with philosophy, mission and vision of KISS will be undertaken.
- All personnel – staff, volunteers, interns, consultants, visitors or anyone else connected with KISS will not spend time alone with a child, nor touch the child inappropriately or make the child feel insecure.
- Children must not only be heard but also encouraged to voice their concerns and problems. All staff, volunteers and whoever come into contact with children must ensure it. However, it must be watched and suitably guided that their interactions are friendly and decent.

## CPP4. COMPLAINTS / ALLEGATIONS HANDLING

- Any complain regarding incident of misbehaviour with child in the institute shall be reported to the CPC. The CPC will facilitate medical care to the victim, if need be; subsequently carry out a thorough unbiased investigation or if need be, get First Information Report (FIR) filed and take help from local police for appropriate legal process and actions.
- CPC members of KISS shall extend moral support to parents and the child and if need be; help to file the First Information Report (FIR) at the local police station. CPC has the responsibility of informing the abuse case immediately to the head of the organisation who will then initiate appropriate legal recourse – dealing the case with due sensitivity and confidentiality.
- In case the wrongdoer is a staff member or any other person connected with KISS, the matter shall be reported to the Nodal officer of the CPC constituted, the alleged person will be put under suspension with immediate effect, appropriate investigations will be initiated in house or, if need be, through official machineries. The accused person will be reinstated only after being found innocent by investigations done at different levels.
- Personal care along with professional, effective counselling will be provided to the child, if required.



## CPP5. POLICY ISSUES

- KISS will network and collaborate with like-minded individuals and institutions for sharing knowledge and experiences (best practices); and support advocacy campaigns on child protection, development and promote children's participation.
- KISS shall ensure that the pictures / captions in all literature, documents and IEC materials on children are not offensive, commercialising poverty and miseries.
- It is committed to keep information about children confidential. Child abuse incidents should be kept confidential and handled with care and concern. It will be ensured that information shared about any such incident is shared with people only if it is deemed necessary by CPC and it will also be ensured that names and identities are not disclosed outside or to the media under any circumstances.
- The policy framing process of school will follow the prevention, preparedness, response and recovery (PPRR) model of risk management in various areas.

## ANNEXURE 1

The Child Protection Committee (CPC) at KISS will consist of the following members (equal representation of men and women):

1. .... – Chairperson
2. .... – Nodal Officer (Someone from Management / Administration)
3. ....- Member
4. ....- Member
5. .... - Member (Parent representative)
6. ....- Member (Child Representative)
- 7.....- Member (Child Representative)

## Section 2

### GENDER POLICY

# GENDER POLICY

## INTRODUCTION

### 1.0 BACKGROUND OF KISS AND INCEPTION OF KISS-DU

**T**he Kalinga Institute of Social Sciences (KISS) started in 1992-93 and since inception, we have made concerned efforts towards inclusive education, women empowerment, tribal upliftment and sustainable development. KISS has grown to become the world's largest only fully free and fully residential education institution for tribal children. The Kalinga Institute of Social Sciences was granted Deemed to be University status by the Ministry of HRD, Government of India, in the year 2017 making it the first university exclusively for tribal students in the world. The university focuses on teaching and research in unique and emerging areas of knowledge related to Tribal Culture, Philosophy, Linguistics and Language, Science and Technology, Tribal Resource Management, Tribal Legal Studies, and Tribal Rights not being pursued by other institutions.

KISS-DU is committed to the promotion of **gender equality** and **women's empowerment** where all students, academic, administrative, and support staff, both female and male, enjoy equal opportunities, human rights, and non-discrimination in all spheres.

This commitment is demonstrated by the institutionalisation of affirmative action in the University's admission processes and the establishment of various mechanisms like:

- Academic unit
- Administrative unit
- Gender mainstreaming program
- University Strategic plan

#### **a. Policy provisions**

- Anti-sexual harassment policy – Sexual harassment of women at workplace (prevention, prohibition, and redressal) Act, 2013.
- IPC – Section 305, 323, 325, 326, 352, 354, 506, 509
- SC & ST (Prevention of Atrocities) Act, 1989
- Protection of civil rights Act, 1955
- Protection of children from sexual offences act, 2012
- Right to Education, 2009

**(b) Student Enrolment, Retention, and Performance**

- Male : Female ratio (department / school wise) (40:60)
- Physical infrastructure
- Staff establishment
- Student support services

**(c) Women's participation in Decision-Making and planning**

- Top management
- Academic units
- Programs & projects
- Planning, administration, operations, and finance units

This policy is to empower planning units to mainstream gender in plans, budgets, and Monitoring and Evaluation tools for greater impact towards gender equality and mutual accountability.

## **1.1 RATIONALE**

This Gender Policy is an initiative of KISS-DU's commitment to taking positive steps in gender planning for the institution's sustenance, the promotion of gender justices, the management and prevention of gender violence, discrimination, and injustice. This Policy commits KISS-DU to make human and financial capacity and resources available to support the quest for gender justice.

## **1.2 POLICY STATEMENT**

Achieving gender equality and non-discrimination for all staff and students is a strategic objective of KISS-DU. The University explicitly plans to integrate gender as a cross-cutting issue into both its core and support functions.

As one of the prestigious institutions of higher learning in the country, KISS-DU is committed to lead the next generation on the way to securing equality of opportunity for women and men whether as students, staff members, or external users.

In realising gender equality, the University shall endeavour to do everything within its means not to overlook the diversities among and between members of the university community in various dimensions.

### **1.2.1 POLICY STATEMENT**

#### **1.2.1 NATIONAL GENDER POLICY AND NATIONAL EDUCATION POLICY**

The gender initiatives at KISS-DU are driven by the National Gender Policy. The Government of India has adopted the National Policy for Empowerment of Women in India in 2001 with the objective to bring out the advancement, development, and empowerment of women and to eliminate all forms of discrimination against women. It was directed towards achieving inclusive growth with special focus on women. The National Education Policy – 2020 endorses the UN Sustainable Development Goal – 4 (Quality Education) and quenches the thirst of girls' education. The NEP – 2020 addresses additional barriers in education that torment female education, particularly at the primary level. It addresses important measures enlisted towards reducing the disparity of female dropouts in school, resulting in low participation at higher education level.

### **1.3 POLICY VISION**

A gender-responsive University in which substantive gender equality is realised.

### **1.4 POLICY MISSION**

To enable the University to excel in providing a gender-responsive organisational environment and to integrate gender into the functions of the University to attain gender equality and women's empowerment.

### **1.5 GUIDING PRINCIPLES**

The guiding principles for our Gender Policy are:

- a. Individuals in the University are not a homogenous group; therefore the inter-and intra-sex differences must be taken into account to achieve substantive equality and equity;

- b. Gender equality means that the different behavior, aspirations, and needs of women, men, and individuals with any other sexual orientation are considered, valued, and favoured equally;
- c. Transformation in individual consciousness about gender equality and women's rights as well as organisational culture and governance is a prerequisite for gender equality and women's empowerment; and
- d. Sustainable development is possible only if based on equal partnership and mutual respect between women, men, and individuals with other sexual orientations.

Gender Equality is an international commitment and recognised as a prime Sustainable Development Goal. Gender inequality, violence and discrimination are condemned as a form of human rights violation, a transgression of common dignity and an infringement of life and liberty as defined by the Constitution of India and fundamental rights. India's support for gender equity, sensitivity and equal opportunity are expressed in Articles 4, 15, 19 (1) (g), 21 of the Constitution of India. India's ratification of the International Covenant on Economic, Social and Cultural Rights (in 1979) and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), ratified in 1993), Resolutions of the Fourth World Conference on Women in Beijing in 1995 confirm the country's commitment to gender equity. The principles followed at KISS-DU is guided by that and the fall under the following provision:

## **INTERNATIONAL INSTRUMENTS**

1. Universal Declaration of Human Rights, 1948
2. International Covenant on Economic, Social and Cultural Rights (ICESCR), 1966
3. Convention on the Elimination of All Forms of Discrimination against Women, 1979
4. Convention on Rights of Persons with Disabilities, 2006

## **INDIAN LEGISLATION**

1. The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013
2. The Criminal Law (Amendment) Act, 2013
3. Protection of Women from Domestic Violence Act, 2005
4. The Indecent Representation of Women (Prohibition) Act, 1986
5. The Immoral Traffic (Prevention) Act, 1956
6. The Indian Penal Code, 1860
7. The Indian Evidence Act, 1872

## **OTHERS**

1. UGC Saksham Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses

## 1.6 POLICY OBJECTIVES

This Gender Policy is a mechanism for the necessary changes at all levels of the University functions and for addressing the root causes of gender inequality and the subtle ways in which they are sustained within the University practices. As an instrument for change, the key Policy objectives and actions focus on change at the personal level and at transforming the formal and informal rules and practices of the organisation that are based on patriarchal norms and ideologies. These are the determinants of the rules of gender inequality in all organisations.

## 1.7 OVERALL OBJECTIVE

The overall objective of the Gender Policy of KISS-DU is to define a common value system of gender equality, equity, and empowerment within the core functions of the University, namely, teaching and learning, research and innovation, knowledge transfer, and networking while specifying strategic interventions for institutional and organisational change.

## 1.8 PREAMBLE

WHEREAS, the KISS-DU is committed to serving all its stakeholders with EQUALITY and EQUITY and to open doors of opportunity for quality education for all; and

WHEREAS, the commitment is reflected in the goals outlined in the University Rules.

WHEREAS, the profile of University students is fast changing and becoming more diverse in several ways, including gender, age, ethnicity, national origin, (dis)abilities, social class, and the University is responsible to provide support services that accommodate the educational needs for all; and

WHEREAS, the University recognises the importance of global engagement and designing its programs and research to be responsive to international developments and institutions thus providing opportunities for students and staff to participate in international academic exchange; and

WHEREAS, the University affirms the value of forging networking opportunities and partnerships with stakeholders outside the university through field study, internships, and other practical experiences outside the traditional ivory tower culture; and

WHEREAS, gender and gender relations play a critical role in all programs and facets of the university at all levels, with implications for all members of the university community and making gender awareness and analyses central to all functions of the university;

DO HEREBY enact the KISS-DU Gender Equality Policy this 7<sup>th</sup> day of August, 2017

## **JURISDICTION**

This policy covers any act of injustice, violence, discrimination and insensitivity to any female employee or student in KISS Deemed to be University.

This policy will guide KISS-DU in all activities and functions including:

1. Recruitment
2. Promotions
3. Staff Development Opportunities
4. Formation of Committees
5. Leave
6. Admission Process and Enrolment
7. Curriculum
8. Evaluation
9. Teacher-Student Relationship
10. Events and Programmes
11. Research and Teaching
12. Facilities and Resources
13. Training
14. Participation

However, it includes various other aspects and is not limited to the above.

## **IMPLEMENTING GUIDELINES AND POLICIES AT KISS-DU**

The Kalinga Institute of Social Sciences (KISS) Deemed to be University will set up committees from time to time to implement the goals of this policy. The mechanism will include setting up different Acts such as Internal Complaints Committees under the Sexual Harassment of Women at Workplace ( PREVENTION, PROHIBITION and REDRESSAL) Act, 2013, etc.

The Cells and Committees will ensure the implementation of the following guidelines at KISS-DU.

1. Gender stereotyping will be prohibited.
2. All forms of bias and discrimination including unconscious bias against women will not tolerated.



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3. Gender sensitivity will be employed in all aspects: recruitment, promotions and opportunity for leadership, to uphold the policy of equal representation of men and women.
4. In selection of staff for professional development opportunities and training, there will be discrimination based on gender.
5. Special focus will be given to improve women's participation and representation in the areas of Science, Technology, Engineering, Mathematics and Medicine (STEMM) and any other field/discipline in which women are underrepresented.
6. Representation on women is mandatory in the formation of any committee.
7. Keeping in view the national policies, women specific leave will be granted.
8. No student will be denied admission on the basis of gender.
9. Gender sensitivity will be employed in the design of curriculum and wherever applicable a gender specific analysis will be included in all disciplines.
10. In evaluating students, a policy of fair treatment of male and female students alike will be employed.
11. In organising any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken ensuring due representation of women and female students.
12. Creation of peer-educators (females) to take care and counsel the young girls.
13. Introducing topics related to gender sensitisation, equality and equity in the syllabus.
14. Organising workshops, training programs, capacity building programs, awareness programs and sensitisation programs.
15. Ensuring girls are given preference during the admission process.
16. Conducting regular medical and psychological counselling sessions for students (both girls and boys).
17. Formation of different cells and committees to ensure that any urgent / important issue is addressed at the earliest.
18. Briefing about pre-requisite aspects to ensure that the vital parameters are regularly checked before external audits are conducted.
19. Creating platform, scope and opportunity for the students, especially girls to help them hone their academic and soft skills both inside and outside the campus.
20. Ensuring that discretion is maintained during one to one counselling sessions so that girls feel comfortable while sharing any kind of issue.

## **2.0 MAIN COMPONENTS**

### **2.0.1 ENGENDERING THE CURRICULUM**

KISS-DU shall take all necessary steps to engender the curricula of all its academic programs.

Strategic Actions:

- i. Create a framework for engendering the University curriculum
- ii. Review and engender all existing curricula and ensure that new programs are gender-responsive.
- iii. Impart gender analytical skills and knowledge to all staff to enable them to engender the University's teaching and learning programs and build a gender-equitable environment.
- iv. Design and implement a mandatory cross-cutting core course on Gender and Development for all first-year undergraduate and postgraduate students.

## **2.0.2 A SECURE ENVIRONMENT**

*The University Management and Administration shall promote a gender-friendly and inclusive secure environment at the university to ensure effective protection of bodily integrity and dignity of every member of the University community.*

Strategic Actions:

- i. Implement policy and regulations on sexual harassment
- ii. Develop and enforce guidelines for ensuring a secure environment that includes street and security lighting, posting security personnel at strategic points, providing night surveillance services, availing hotlines for emergencies, etc.
- iii. The University shall institute concrete mechanisms to address gender-based violence against students and staff.
- iv. Strengthen counselling services and allocate adequate resources for prevention, management, and rehabilitation of survivors of gender-based violence at the University.

## **2.0.3 STUDENT ENROLMENT, RETENTION, AND PERFORMANCE**

*KISS-DU shall support programs aimed at improving gender balance in the enrolment, retention, and performance of students across all disciplines.*

Strategic Actions

- i. Continue to support affirmative action programs to address gender gaps and imbalances in the enrolment of students in all its programs.
- ii. Provide student support services that enhance the successful completion of their programs.
- iii. Establish linkages with educational institutions and other stakeholders to increase enrolment and retention of disadvantaged female and male students.

- iv. Develop mechanisms for monitoring the performance and retention of students by gender.
- v. Develop a mentoring system as a support mechanism for increasing the enrolment and retention of students, especially for female students.

## **2.0.4 STAFF RECRUITMENT, TRAINING, PROMOTION & RECOGNITION**

*KISS-DU Council shall invest in endowments, infrastructure, and resources to support activities aimed at improving gender balance in the recruitment, promotion, retention, and performance of staff members at all academic and administrative levels.*

### Strategic Actions:

- i. Review staff appointments criteria to include gender-responsive considerations.
- ii. Review the criteria for accessing staff development opportunities to accommodate various gender roles and needs of members of staff.
- iii. Recognise and reward staff members who have excelled in their fields and service to the University and the wider community.

## **2.0.5 WOMEN'S PARTICIPATION IN DECISION-MAKING**

*The University shall adopt proactive measures to increase the participation of women in decision-making through recruitment, promotion, and retention to eliminate the existing gender imbalances within the systems, structures, and all core activities of the University.*

### Strategic Actions

- i. Design and implement programs that ensure equal opportunities and affirmative action.
- ii. Design and implement a gender-responsive cross-generational leadership and mentoring program, particularly for young female staff in the science disciplines.
- iii. Establish and implement programs with adequate facilities and resources to support the multiple roles of University staff, particularly their career, studies, and caregiving roles.
- iv. Develop and implement a gender-sensitive and responsive human resource policy.
- v. Develop a data bank of qualifications, specialties, and experiences of women and utilise it as a basis for appointing more women on the University Governing Bodies.

## 2.0.6 ORGANISATIONAL CULTURE

*The University shall promote and enforce a gender-responsive organisational culture to eliminate patriarchal-based inequities in all University activities.*

### Strategic Actions

- i. Develop and enforce policy guidelines on the use of gender-inclusive language throughout the University.
- ii. Review and update all existing University policies, forms, and procedures to ensure gender equality.
- iii. Develop and operationalise a policy prohibiting the public display of visual aids and materials that are relevant
- iv. Develop and enforce a gender-sensitive code of conduct for University staff and students.
- v. Organise special gender awareness orientation programs for new members of University governing bodies, staff, and students.

## 2.0.7 NETWORKING AND KNOWLEDGE TRANSFER PARTNERSHIPS

*The University shall promote and support gender equality networks and partnerships to develop strong gender equality advocacy and activism within and outside the University.*

### Strategic Actions:

- i. Develop and disseminate guidelines on engendering outreach programs at the regional, national, and international levels.
- ii. Develop and implement programs that promote grassroots linkages and civil society organisations for greater gender activism.
- iii. Design and disseminate technologies for outreach programs that are gender-responsive.
- iv. Encourage and support the participation of university staff and students in national, regional, and international conferences and other fora that enhance knowledge and sharing on gender issues.

## 2.0.8 RESEARCH AND INNOVATIONS

*The University shall adopt a gender-responsive research environment for research and innovation.*

### Strategic Actions

- i. Design and carry out a gender-focused research skills training program.
- ii. Develop guidelines to ensure that all research processes and innovations, irrespective of discipline, integrate gender analysis.

- iii. Design and implement an affirmative action program to encourage the participation of female members of staff, with specific budget allocations to support their multiple roles in society.
- iv. Develop and regularly update a databank that is relevant to enhancing equal opportunity for both genders and link it to the University's management tools.
- v. Expand dissemination outlets of international standards for gender-focused research and publications.

## **2.0.9 RESOURCE MOBILISATION AND GENDER BUDGETING**

*The University shall actively promote resource mobilisation and gender budgeting processes as a way of ensuring adequate and sustainable budget allocations for effective institutionalisation of gender mainstreaming as a cross-cutting issue within the core activities of the University.*

### Strategic actions:

- i. Develop and implement a resource mobilisation strategy for financing the Gender Equality Policy objectives.
- ii. Design guidelines and implement a gender budgeting training program for all key staff involved in University planning and budgeting processes.
- iii. Earmark budgetary resources, based on a well-clarified percentage, for funding gender mainstreaming processes in all the core functions of the University.
- iv. Establish a mechanism for financial accountability for resources allocated for gender mainstreaming.

## **2.0.10 STAFF AND STUDENT WELFARE**

*The University shall plan and provide for the welfare of all its staff and students to achieve optimal productivity.*

### Strategic actions:

- i. Engender human resource policies
- ii. Formulate and implement a gender-sensitive policy on disability including accessibility to the University buildings and facilities.
- iii. Construct both a functioning Staff Club and a Student Union Building with adequate facilities and catering for all.
- iv. Sensitise all staff on the sexual and reproductive rights of students
- v. Invest in childcare facilities on University campuses for the benefit of parenting staff and students.
- vi. Accredite and set standards for private hostels that accommodate University students.
- vii. Improve and strengthen the delivery of gender-responsive healthcare services in the University hospital.

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- viii. Establish a gender-sensitive medical insurance scheme for staff members.
- ix. Enforce timely payments of terminal and contractual benefits for staff members.

SL. NO	STAKEHOLDER GROUP	POLICIES
1	Student	<ul style="list-style-type: none"> <li>● An equal number of boys and girls in the institute.</li> <li>● Sex disaggregated data available for students (at all levels – admissions, examinations, scholarships, job placements, training, etc.)</li> <li>● Accessibility (physical accessibility/ infrastructure as well as accessibility to various programs, events, etc. held at the institute).</li> <li>● Safety measures (in the institute, hostels, sporting facilities, transportation, recreational facilities, good lighting facilities, library, etc.)</li> <li>● Counseling facilities and medical facilities (with provision for lady doctors)</li> <li>● Transportation facilities (from the institute to other campuses) should be available</li> </ul>
2	Teaching staff, Faculty, Administrative staff, project staff, etc.	<ul style="list-style-type: none"> <li>● Salary and finance-related (equal pay for equal work)</li> <li>● Leaves (maternity/paternity leaves, Creche/ day care facility)</li> <li>● Resting room</li> <li>● Availability of medical facilities (with provision for lady doctors)</li> <li>● Representation of women staff/ faculty in all selection / promotion / academic / administrative / financial and other committees of the institute.</li> <li>● Transportation facilities (from the institute to other campuses) should be available</li> <li>● Recreational facilities are available for all staff/faculty.</li> </ul>
3	Visitors & Interns	<ul style="list-style-type: none"> <li>● Clear guidelines are available for the safety and security of visitors and interns. (including providing identity cards, etc.)</li> <li>● Safe and secure residential options available (if being provided within the institute/campuses)</li> <li>● Transportation facilities (from the institute to other campuses) should be available</li> </ul>

## 3.0 CREATION OF THE GENDER MAINSTREAMING DIRECTORATE

*KISS-DU shall set up a Directorate of Gender Mainstreaming under the direct supervision of the Vice-Chancellor to enhance its capacity to facilitate and monitor the implementation of the Gender Equality Policy*

Strategic actions:

1. Set up a Gender Mainstreaming Directorate with adequate space, resources, and staff.
2. The Gender Mainstreaming Directorate will organise six regular meetings for this Gender Mainstreaming Committee (GMC) every year to assess progress, monitor and evaluate the Gender Mainstreaming Directorate/Programme, consider implementation strategies and develop sustainability strategies.

## 4.0 MONITORING, EVALUATION, AND ACCOUNTABILITY FOR GENDER EQUALITY

### 4.1 RESPONSIBILITY FOR IMPLEMENTATION OF THE GENDER EQUALITY POLICY

All individuals in the University, and all those associated with the University have a responsibility to adhere to the Policy and apply it in their day-to-day activities and all dealings with, or on behalf of the institution. The overall responsibilities concerning this Policy are as follows:

- ***Board of Management***
- ***Planning and Monitoring Board***
- ***Academic Council***
- ***Chancellor***
- ***Vice Chancellor***
- ***Pro-Vice Chancellor***
- ***Registrar***
- ***Other Officers***

***Principals, Deans/Directors, Heads of Departments/Divisions and Sections, Staff, Students, Partners, Contractors, and Service Providers***

Regular and timely monitoring of progress regarding this policy and associated action plans will be carried out by the Gender Mainstreaming Division and where, appropriate, with the Human Resources Directorate, Directorate of Quality Assurance, Planning and

Development Department, and Finance Department, and Directorate of Information, Communications and Technology Services, under the oversight of the University Gender Mainstreaming Committee. The Unit Gender Mainstreaming Committees will review their progress on the implementation of gender equality activities annually and submit them to the University Gender Mainstreaming Committee for consideration.

The Gender Mainstreaming Division shall annually produce gender data that supports the implementation and monitoring of KISS-DU. It will also have the responsibility for tasking working groups to produce reviewed and updated versions of this Policy annually.

This Policy and annual progress reports will be published on the University website. In addition to formal publicity via committee discussions, outcomes and continuing work will be disseminated through various electronic and print media.

This policy will become effective on approval by the University authorities.

## **4.2 EXPECTED OUTCOMES**

The Gender Policy in campus strives to reduce gender inequality and bring about improvement in gender equality between women and men, girls and boys. The result of implementation and execution of these policies and practices will bring in a healthy work culture and a gender-balanced work environment.



## ANNEXURE 1

### ANALYSIS OF STAKEHOLDERS

4	Others	<ul style="list-style-type: none"><li>● Sexual harassment of women at workplace (prevention, prohibition, and redressal) Committee</li><li>● Gender Budgeting</li><li>● Gender Audit / Safety Audit</li><li>● Regular gender sensitization training through various mediums for all stakeholder groups.</li><li>● The child protection policy of the institute is available with special emphasis on the girl child.</li><li>● Complaint boxes are put up in all selected locations of the institute to enable students to submit their grievances anonymously (regular checking and finding solutions to the grievances placed).</li><li>● Curriculum also includes courses that will help women and girls towards educational advancement, employability, and empowerment.</li><li>● All Government policies/committees related to ST students/girls should be functional.</li></ul>
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## ANNEXURE 2

### GLOSSARY OF TERMS: GENDER CONCEPTS

**Sex** refers to a person's biological and physiological characteristics.

**Gender** refers to the cultural and social distinctions between women and men. These include the different attributes, statuses, roles, responsibilities, opportunities, and privileges accorded to women and men - as well as their access to and control over resources and benefits.

**Sex roles** therefore, differ from gender roles in as much as they refer to biological functions that are limited to one particular sex. For example, pregnancy is a female sex role because only women can bear children.

**Gender roles** are roles in which the classification is social and not biological. Child-rearing may be classified as a female role, but it is a female gender role rather than a female sex role, as child-rearing can be done by men or women.

**Productive activities** refer to the production of goods and services for consumption or trade - for example, farming or fishing. When people are asked what they do, the response is usually related to productive work, especially work which generates income. Both women and men can be involved in productive activities but, for the most part, their functions and responsibilities will differ. Women's productive work is often less visible and less valued than men's.

**Reproductive work** refers to the care and maintenance of the household and its members – including bearing and caring for children, preparing food, collecting water and fuel, shopping, housekeeping, and family health care. Although reproductive work is crucial to human survival, it is seldom considered 'real work'. In poor communities, reproductive work is usually labor-intensive and time-consuming. It is almost always the responsibility of women and girls.

**Gender stereotypes** occur when men and women are regarded according to rigid thinking about the social and cultural expectations of their gender - rather than a more flexible consideration of their capacities and potentials.

**Practical gender needs** refer to resources or facilities that people need to perform their present roles more easily, effectively, or efficiently. Such needs can usually be identified by the people themselves - for example, the obtaining of water or fuel.

**Strategic gender needs**, on the other hand, are designed to challenge women's and men's subordinate positions in society and to transform their existing roles and relations. Examples of strategic needs include reproductive rights, a greater political voice, and action on violence against women. Such needs often challenge hierarchical positions and are usually long-term.

**Gender issues** arise when there is inequality, inequity, or differential treatment of an individual or group purely based on the social expectations and attributes of their sex.

Gender issues are characterized by **gender discrimination**, whereby one sex is disadvantaged because the other is favored, or **gender oppression**, whereby one gender dominates the other unjustly or even cruelly through the use of power and domination. Such practices create **gender gaps**, through which - as a result of customary practices, religious biases, social assumptions, myths, or taboos - one gender is discriminated against to such an extent that it is prevented from getting its fair share of resources or services.

**Gender sensitivity** is the ability to recognize gender issues - particularly women's different perceptions and interests arising from their locations and gender roles.

If development programs do not take gender issues into account, they become **gender insensitive** or **gender blind** in as much as they fail to recognize the different needs of either women or men. If, on the other hand, a program takes gender issues into account, it becomes **gender-responsive**.

**Gender analysis** recognizes that gender is a critical variable in the development process. The gender analysis of a development program involves identifying the gender issues in a problem or situation, and the obstacles to its progress - so that those issues can be addressed in the project objectives, the choice of the intervention strategy, and the methods of the program implementation.

**Gender mainstreaming** entails identifying and addressing gender issues in all development projects and programs, irrespective of the sector or type of project, and at all stages of development - from planning and implementation to monitoring and evaluation.

**Women in Development (WID)** is a development approach that focuses on the specific needs of women and seeks to address them separately.

**Gender and Development (GAD)** is an approach that takes into account the different needs of women and men and aims to create gender equity and equality between them. Both WID and GAD seek to improve the disadvantaged position of women.

**Feminism** advocates an approach that perceives and interprets social situations from a woman's point of view so that solutions to gender inequality include strategies to address female oppression as a gender issue.

**Empowerment** is the process through which women and men are mobilized to identify, understand and overcome the structural and underlying causes of under-development - and thereby achieve equality of welfare, and equal access to and control over resources.

**Gender awareness** refers to the knowledge and appreciation of the social and cultural differences between women and men, and how these result in differences in roles, power relations, privileges, responsibilities, needs, and access to and control over resources and benefits.

**Gender blind** refers to ignoring or failing to address the gender dimension.

**Gender analysis** refers to the study of differences in the conditions, needs, participation rates, access to resources and development, control of assets, decision-making powers, etc. between women and men in their assigned gender roles.

**Gender equity** means ensuring that development policies and programs leave women no worse off, either economically or in terms of their social responsibility. Equity is measured through the human cost of various activities - for example, the provision of fuel and water. As well as a fair share of benefits and responsibilities, equity aims to give women equal treatment under the law, equal access to education, and equal remuneration for work.

**Gender equality** means that there is no discrimination on the grounds of a person's sex in the allocation of resources or benefits - or their access to services. Gender equality can be measured in terms of equality of opportunity or equality of benefits.

## **Section 3**

### **SEXUAL HARASSMENT POLICY**

# **ANTI SEXUAL HARASSMENT POLICY**

## **BACKGROUND**

The Kalinga Institute of Social Sciences (KISS) is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in a safe environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender.

Every member of KISS should be aware that the institute is committed to the right to freedom of expression and association and it strongly supports gender equality. KISS will operate on a zero tolerance policy for any form of gender discrimination and sexual harassment in the workplace. KISS will treat all incidents seriously and promptly launch an investigation into all allegations of such behaviour, following which, any person found guilty of sexually harassing another, will face strict disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with due respect and confidence. No one will be victimised for making a complaint.

## **SOCIAL CONTEXT OF SEXUAL HARASSMENT**

Though violent conduct is prohibited both by law and by UGC rules, a specific policy defining sexual harassment is required to address the specific form and extent of sexual harassment in the organisation. The policy recognises that sexual harassment is not an offence merely amounting to disruption of law and order. Sexual harassment is an act of power, and a public and collective violation that is often trivialised by labelling it an interpersonal transgression. It is therefore a violation of gender equality and also, of the right to a safe education and work

environment for all. Sexual harassment not only affects a few individuals but reinforces gender-based discrimination for everyone.

It, therefore, becomes imperative that various educational institutions, and civil society as a whole, should take adequate measures to ensure the safety, security, dignity, rights and equality of women as much as of men. Such measures will strengthen social and professional relationships in the workplace.

KISS, in evolving this policy, has borne in mind that the institution functions within a social context. Given the social stigma associated with sexual harassment, a majority of instances of sexual harassment go unreported or even unmentioned. The policy, therefore, has evolved mechanisms that are accessible and will ensure confidentiality. It has also attempted to ensure fair, accountable and representative procedures for redressal and resolution.

***Furthermore, as a firm proponent of gender equity, KISS strives to ensure that its policies and implementation procedures are non-discriminatory and inclusive for employees/students of all genders.***

## **POLICY STRUCTURE FOR KISS - SCHOOL, COLLEGE & UNIVERSITY**

In formulating a policy for preventing and redressing sexual harassment, the fact that KISS consists of a number of academic departments and administrative offices in two campuses has been considered. KISS has an unusually large constituency of almost 30,000 students and several thousand employees. The students live in a residential set-up and staff commute to their “workplace” (i.e. place of work) from various parts of the city.

The interpretation of the term, “work place,” for the purpose of the policy for the KISS will extend to all public spheres that remain in contact with members of the KISS community. The jurisdiction will include field trips, sports tournaments, conferences, festivals and all other activities undertaken by any person as a member of KISS.

## **LEGAL REFERENCE FOR KISS POLICIES**

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual

harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

These judgments confirm India’s international commitment to the International Covenant on Economic, Social and Cultural Rights (acceded to in 1979) and the Convention for the Elimination of Discrimination Against Women (CEDAW, ratified 1993). The Government of India was also a signatory to the Resolutions of the Fourth World Conference on Women in Beijing in 1995.

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive. Following this, KISS is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction.

This policy has accordingly been prepared to meet the requirements of the Constitutional mandates outlined in the Prevention of Sexual Harassment at the Workplace (POSH) Act 2013 in addition to following the suggested sample Sexual Harassment Policy template provided by the International Labour Organization (ILO).

**Furthermore, although current legislation (POSH Act 2013) in India is not gender-neutral legislation and protects only women, KISS upholds the basic human right for any individual to work and live with dignity and it is in that spirit that KISS extends protection through this policy to all employees without gender discrimination of any kind.**

## **GUIDING PRINCIPLES FOR DEFINITION OF SEXUAL HARASSMENT AND REDRESSAL MECHANISM**

This policy defines sexual harassment and the mechanisms of redressal by looking at the specific structures, needs and imperatives in KISS. It is guided by the definition of sexual harassment given by the Supreme Court in 1997 in *Vishaka vs. State of Rajasthan*.

## **OBJECTIVES OF THE POLICY**

- To fulfill the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the KISS to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms.

## WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment has come to be widely condemned as a form of human rights violation, and as an infringement on life and liberty as defined by the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is contrary to anti-discrimination laws [Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth” and Article 19(1)(g): Right to Freedom which upholds a person’s right “to practice any profession, or to carry on any occupation, trade or business”]

**The following non-exhaustive list broadly outlines several forms & examples of sexual harassment:**

### Physical Conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- Stalking
- The use of career-related threats or rewards to solicit sexual favours

### Verbal Conduct

- Comments on a person’s appearance, age, private life, etc.



## KISS PROTECTION POLICIES

- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the person
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

### Non Verbal Conduct

- Leering
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling

### Digital Conduct

Any unwanted and unwelcome comments, communication, threats or advances sent over social media, phone, email or other digital platforms.

## WHO MAY COMPLAIN OF SEXUAL HARASSMENT?

**Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. KISS recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.**

KISS recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace. Anyone, including employees of KISS, students of KISS, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

I. By a member of KISS against any other member of KISS, no matter whether the incident occurred on or off campus.

II. By an outsider against a member of KISS or by a member of KISS against an outsider if the sexual harassment is alleged to have taken place within the campus.

III. by a member of KISS against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the KISS authorities initiate action by making a complaint with the appropriate authority. Further

the committee will actively assist and provide available resources to the complainant in pursuing the inquiry.

In the above the following definitions will apply:

**'Members of KISS'** include students, teachers and non-teaching staff of KISS.

**'Outsider'** includes any person who is not a member of KISS or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of KISS .

**'Campus'** includes all places of work and residence in KISS. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters, public places (including parks, streets and lanes) and canteens, etc. on the KISS campus.

**KISS workplace includes its office in Delhi and numerous satellite centres, as well as any place or medium of interaction, nationally, internationally, and virtually, visited by employees in the context of their work, during the course of employment and/or arising out of any form of engagement with KISS.**

## WHAT TO DO IF YOU FEEL YOU ARE BEING SEXUALLY HARASSED?

- Know your rights – Sexual harassment is illegal, both the law of the land and KISS prohibit sexual harassment.
- Speak up – If you can, tell the person to stop. State clearly and firmly that you want a particular behaviour to cease.
- Get information and support – If you feel you cannot speak up, ask your friends to help you and bring it to the notice of KISS. Keep records that might be useful for pursuing the case.

## WHAT NOT TO DO?

- Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behaviour.

- Do not delay. Delay in action increases the probability that unwanted behaviour will continue or escalate. Do not hesitate to ask for help. Speaking up may prevent others from being harmed as well.

## **HOW WILL KISS RESPOND**

After we receive an allegation/complaint, the matter will be thoroughly investigated by the Internal Complaints Committee and any decentralised bodies deemed necessary. Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within KISS. To this end, a certified counsellor will be nominated and provided with special training to enable them to assist victims of sexual harassment.

### **Appeal**

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the District authority's Local Complaints Committee in accordance with the Act, within 90 days of the recommendations being communicated.

## **INTERNAL COMPLAINTS COMMITTEE (ICC)**

1. Smt Saswati Bal [President, KIIT & KISS] - Chairperson
2. Dr. Itirani Samanta - Member
3. Ms Sagarika Nayak [Associate Professor] - Member
4. Dr Sunitha Krishnan [Co-Founder, Prajwala]
5. Ms Meera Parida [Chairman, All Odisha Third Gender Welfare Trust]
6. Ms Sadhana Mishra [ Social Development Officer, KISS]
7. Mr Dwiti Vikramaditya [ Trustee, Vice President-International Relations] - Member
8. Dr Prashanta Kumar Routray [ CEO, KISS] - Member
9. Mr Basant Behera [Development Officer ] - Member
10. Ms Maitree Padhi [Lecturer] - Member
11. Ms Sunanda Mohanty [HR Executive]
12. Counsellor - Member
13. Warden, Girls Hostel - Member
14. Warden, Boys Hostel - Member

## GUIDING PRINCIPLES FOR CONSTITUTION OF DECENTRALISED COMMITTEES

The policy has abided by the following principles:

1. In order to decentralise the complaints procedure and provide easy access to all, separate cells have been provided for school and university.
2. In order to make the complaints committees accountable and democratic, a combined method of elections and nominations are to be used to constitute every committee.
3. In order to create autonomous institutional structures to look into complaints of sexual harassment, members from outside the institution with a known contribution to **gender issues** have been included in each Committee.
4. To make the Committees representative, each category of KISS members is given representation in the Committee.
5. As per the 1997 Supreme Court Judgment, it is mandatory for each committee to have a woman chairperson as well as at least 50 per cent women members.

### STATUS:

The Complaints Committees and its decentralised enquiry committees shall have statutory status and be empowered to carry out the mandate of the policy.

### STRUCTURE:

Implementation of the policy will be achieved through the following decentralised structures:

- **University Complaints Committee (UCC):** A complaints and redressal body to be set up in KISS Deemed to be University.
- **School Complaints Committee (SCC):** A complaints and redressal body to be set up in KISS School

The working and reporting of both structures are to be overseen by the ICC.

## DECENTRALISED ENQUIRY COMMITTEES

### (A) UNIVERSITY COMPLAINTS COMMITTEE (UCC)

1. Two teacher representatives to be elected/nominated
2. Two non-teaching Staff representatives of the University to be elected/nominated
3. Three student representatives to be elected from a Gender Sensitising Committee of students comprising one elected representative of each class. At least one of the three representatives should be a second year graduate student.

## KISS PROTECTION POLICIES

4. Two persons with known contribution to women's issues, to be co-opted by the Committee from outside the University. One of these may preferably have a legal background.

5. The Chairperson (woman) to be elected from amongst the members.

6. The Member Secretary to be elected from amongst the members.

*\*At least 50% of the members in each of these categories should be women.*

The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The University should ensure that the new Committee is constituted latest by 20<sup>th</sup> September every year.

Complaints can be given to any member of the Committee. It will be incumbent on the head of any department/administrative unit or any teacher to forward a complaint s/he receives to the committee immediately.

### **(B) KISS SCHOOL COMPLAINTS COMMITTEE (SCC)**

1. Two teaching representatives to be elected/nominated

2. Two non-teaching Staff representatives of the University to be elected/nominated

3. Three student representatives to be elected from a Gender Sensitising Committee of students comprising one elected representative of each class. At least one of the three representatives should be a post-graduate student and one should be a research student.

4. Two persons with a known contribution to women's issues, to be co-opted by the Committee from outside the Unit. One of these may preferably have a legal background.

5. The Chairperson(woman) to be elected from amongst the members.

6. The Member Secretary to be elected from amongst the members.

*\*At least 50% of the members in each of these categories should be women.*

The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The Unit should ensure that the new Committee is constituted latest by 20<sup>th</sup> September every year.

## KISS PROTECTION POLICIES

Complaints can be given to any member of the Committee. It will be incumbent on the head of any department/administrative unit or any teacher to forward a complaint s/he receives to the committee immediately.

Complaints can be given to any member of the Committee.

## INTERNAL PROCEDURES FOR ICC

### STEPS TO BE TAKEN ON RECEIVING ALLEGATION/COMPLAINT:

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- Where identity of victim is known, ascertain the views of the victim as to what outcome they want and ensure that the victim understands the company's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if they are not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

### TIMELINE OF REPORTING THE COMPLAINT

Submission of the complaint	Within 90 days of the last incident
Notice of the respondent	Within 7 days of receiving copy of the complaint
Completion of inquiry	Within 15 days
Submission of report by relevant body to head of the HR department and senior	Within 10 days of completion of the inquiry
Implementation of recommendation	30 days
Appeal (by unsatisfied Victim/Harasser)	Within 30 days of the recommendation

## SANCTIONS & DISCIPLINARY MEASURES

General Notes:

1. Relevant enquiry body can ask the University/School to suspend the alleged harasser from an administrative post/classes if their presence is likely to interfere with the enquiry.
2. The victim of sexual harassment as per the Supreme Court judgment, will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Head of the institution upon receipt of the enquiry report, shall institute disciplinary action on the basis of the recommendations of the Internal Complaint Committee under relevant service rules.
4. The disciplinary action will be commensurate with the nature of the violation.

Sanctions for:

### A. EMPLOYEES

In the case of University/ School employees, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the Confidential Report
- v. Debarring from supervisory duties
- vi. Denial of membership of statutory bodies
- vii. Denial of re-employment
- viii. Stopping of increments/promotion
- ix. Reverting, demotion
- x. Suspension
- xi. Dismissal
- xii. Any other relevant mechanism.

### B. STUDENTS

In case of students, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Debarring entry into a hostel/ campus
- v. Suspension for a specific period of time
- vi. Withholding results
- vii. Debarring from exams
- viii. Debarring from contesting elections

## KISS PROTECTION POLICIES

- ix. Debarring from holding posts such as member of Committee of Courses, membership of University union, etc.
- x. Expulsion
- xi. Denial of admission
- xii. Declaring the harasser as "persona non grata" for a stipulated period of time
- xiii. Any other relevant mechanism.

### C. THIRD PARTY

i) In the case of third party harassment/outsider harassment, the University/School authorities shall initiate action by making a complaint with the appropriate authority.

ii) Enhancement of disciplinary action, by the committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

iii) Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour etc.

### CONFIDENTIALITY

Recognising the sensitivity attached to matters pertaining to sexual harassment, KISS attaches significant importance to ensuring that the complaint and connected information are kept confidential. All the complaints and investigations are conducted privately. This allows the victims to come forth in a safe environment and also help the investigators to conduct their investigation in a simple manner.

Moreover, KISS respects the wishes of the complainant to remain anonymous, if necessary. All complaints, regardless of knowledge of the complainant's identity, will be treated with equal and due diligence.

Breach of the obligation to maintain confidentiality by a person entrusted with the duty to handle or deal with the complaint or conduct the inquiry, or make recommendations or take actions under the statute, is punishable in accordance with the Anti Discrimination and Sexual Harassment Policy of KISS.

### MONITORING, EVALUATION AND REVIEW

KISS recognises the importance of monitoring the sexual harassment policy and ensuring that it anonymously collects statistics and data as to how it is used and whether or not it is effective.



## KISS PROTECTION POLICIES

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made.

1. The SCC and UCC will send annual reports to the Apex Complaints Committee.
2. The ICC will provide a brief annual report to the Executive Council on the cases monitored by them. In the above-mentioned reports, confidentiality of the complainants will be maintained. These reports will be accessible to the University community and other organisations that network with the University.
3. The ICC will organise a meeting once every year for all members of UCC/SCC to meet and discuss their experiences on the functioning of the committees.

Monitoring and evaluation can be done through different means, including questionnaires completed by employees, feedback from victims or those who work in the complaints procedure. This is crucial to review the effectiveness of the policy and the complaints procedure.

## FRIVOLOUS COMPLAINTS:

In order to ensure that the protections envisaged under the Anti Discrimination and Sexual Harassment Policy are not misused, provisions for action against “false or malicious” complainants have been included in the statute.

As per the policy, if the ICC concludes that the allegation made by the complainant is false or malicious or the complaint has been made knowing it to be untrue or forged or misleading information has been provided during the inquiry, disciplinary action in accordance with the service rules of the organisation can be taken against such complainant.

KISS ensures to undertake disciplinary action against such frivolous complaints reported by staff such as written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service may be taken.

## APPENDIX

### SAMPLE LETTER OF HARASSMENT COMPLAINT

Here is an example of a complaint letter. Please note that it is not mandatory for the complainant to disclose their identity.:

Your name (Optional):

Contact Details (Optional):

Name of recipient (Human Resources department, for example):

Date:

Dear Sir or Madam,

1. Optional - If comfortable, mention your name, department.
2. Mandatory - Mention the position of the person that allegedly committed harassment.
3. Mandatory - Describe the incident with details like date, location, and also, the presence of any witnesses.
4. Mandatory - Highlight the effect of the incident.
5. Optional - Mention the name of other individuals who might have been subjected to the same or similar harassment.
6. Optional - Include any other information that is important.

I would appreciate it if I can meet you to discuss the issue and take necessary action regarding the matter.

Best regards,

*Your name*

# PROTECTION POLICIES

## POLICIES & GUIDELINES



Organisation in Special Consultative Status with  
the United Nations Economic & Social Council (UN-ECOSOC)  
Associated with the United Nations Department of Public Information (UNDPI)

A Home for 60,000 Indigenous Children

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