



## Water, Sanitation and Hygiene Institute (WASH Institute)

### Internal Compliance Committee

#### Internal Compliance Committee

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013 and section 4(1) of the Act, WASH Institute has constituted Internal Compliance Committee (ICC).

#### Definition for Sexual Harassment<sup>1</sup>

Sexual Harassment includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication), namely

- Physical contact and advances, or
- A demand or request for sexual favours, or
- Making sexual coloured remarks, or
- Showing pornography, or
- Any other unwelcome physical, verbal, non-verbal conduct of sexual nature

If any of the following elaborates that if any of the following circumstances occurs or is present in relation to or connected with any act or behaviours of sexual harassment among other circumstances, it may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in her employment, or
- Implied or explicit threat of detrimental treatment of her employment, or
- Implied or explicit threat about her present or future employment status, or

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<sup>1</sup> Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013

- Interference with her work or creating an intimidating or offensive or hostile work environment for her, or Humiliating treatment likely to affect her health or safety.

### **Roles of the Employer**

The roles of the employer are as follows:

- Provide a safe working environment at workplace
- Display at any conspicuous place in the workplace
- Organising workshops and awareness programs at regular intervals for sensitizing the employees
- Organising orientation program for ICC members
- Providing necessary facilities to the ICC for dealing with the complaint and conducting an inquiry.
- Assist in securing the attendance of the respondent and witness before the ICC.

### **Members of the ICC & Tenure**

WASH Institute has constituted four members Internal Compliance Committee (ICC) and committee members and their title in the ICC is given below:

Name	Position in ICC	Email Id	Mobile #
Ms. Amirthamathi, Project Coordinator, Chennai Branch Office	Presiding Officer	<a href="mailto:amirthamathi@washinstitute.org">amirthamathi@washinstitute.org</a>	94439-94498 & 93440-51105
Ms. Shubbulakshmi, Accounts Officer, Kodaikanal office	Member	<a href="mailto:subbulakshmi@washinstitute.org">subbulakshmi@washinstitute.org</a>	79049 38376
Ms. Rakhi Saini, Accounts Office, Delhi Office	Member	<a href="mailto:rakhi@washinstitute.org">rakhi@washinstitute.org</a>	98108 18356
Ms. Randeep Kaur, Education and Gender Specialist (External)	Member	<a href="mailto:Kaur.randeep@gmail.com">Kaur.randeep@gmail.com</a>	98998 74865

The committee constitution and membership will be reviewed at every six months' intervals and will be updated as per the need and necessity. The name listed above are the members of WASH Institute's

first Internal Compliance Committee. Any member in the ICC shall hold the position for a period of not exceeding 3 years from the date of nomination.

### **Roles and Responsibility of the Committee**

After receipt of the complaint, the Committee is required to complete the inquiry within a time period of 90 days from the date of receiving the complaint.

- The ICC has highest powers in the organisation for gathering evidence towards completing the enquiry in time.
- The ICC is required to provide for conciliation before initiating an inquiry, if requested by the complainant.
- The inquiry process should be confidential and all the members of the committee maintain confidentiality of the enquiry process and the outcome.
- On completion of the inquiry, the report will be sent to the employer who is mandated to take action on the report within 60 days.

### **Compliant Procedure**

Any aggrieved women may make in writing a complaint of sexual harassment at workplace to the Internal Compliance Committee within 3 months for the date of incident or the date of last incident in case of series of incidents. In case the women cannot write, the Presiding Officer / any member of the Internal Compliance Committee shall render all reasonable assistance.

#### Step After Completion of Enquiry

1. If the ICC arrives at a conclusion that allegation against the respondent has not been proved, it will recommend to the employer that no action is required to be taken.
2. If the ICC arrives at conclusion that the allegation against the respondent has been proved, it will recommend to the employer the following:
  - a. To take action for sexual harassment as a misconduct in accordance with the provisions of the service rule applicable to the respondent.
  - b. To deduct from the salary or wages of the respondent such sum to be paid to the aggrieved woman or to her legal heirs.
  - c. In case the employer is unable to make such deductions from the salary of the respondent due to his being absent or cessation of employment, the ICC may direct

to the respondent to pay such sums through other channels by information the details to the reporting officer of the government.

- d. In case the respondent fails to pay the sum, the ICC may forward the order for recovery of the sum to the reporting officer of the Government for further action.
3. If the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person who has made the complaint.

#### **Timeline for Employer Response**

The Employer have to act upon the recommendations within 60 days.

#### **Confidentiality**

The contents of the complaint, identity and address of the aggrieved woman, respondent and witness, information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the employer shall not be published, communicated or made known to the public, press and media