



# RAAK


## ARTS AND SCIENCE COLLEGE


### ICC/POSH POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
RASC/IQAC/POLICY/019	02/01	13/05/2022	2025


PREPARED BY	VERIFIED BY	APPROVED BY
		
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Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

## INTERNAL COMPLAINT COMMITTEE POLICY

### Objectives of ICC:

1. To prevent instances of sexual harassment within the organization by creating a safe and respectful work environment.
2. Ensuring compliance with laws and regulations related to sexual harassment in the workplace.
3. Conducting awareness programs and training sessions for employees to educate them about what constitutes sexual harassment, how to prevent it, and the procedures for reporting incidents.
4. Providing a platform for employees to report incidents of sexual harassment without fear of retaliation. The ICC is responsible for receiving complaints, conducting impartial inquiries, and taking appropriate action to address the issue.

### Responsibilities of ICC:

1. Ensuring that the organization's policy on preventing sexual harassment is effectively implemented and communicated to all employees.
2. Providing a mechanism for employees to report incidents of sexual harassment in a safe and confidential manner.
3. Conducting impartial and thorough investigations into complaints of sexual harassment, respecting the principles of natural justice and ensuring confidentiality.
4. Documenting all complaints received, investigations conducted, and actions taken by the ICC for future reference and reporting purposes.
5. Offering support and guidance to complainants throughout the complaint handling process, including information on available resources and support services.
6. Outline the roles and responsibilities of ICC members, including receiving complaints, conducting inquiries, maintaining confidentiality, and making recommendations for action.







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7. Describe the rights of the complainant, such as the right to confidentiality, protection against victimization, and the right to be accompanied by a support person during proceedings.
8. Outline the rights of the respondent, including the right to a fair and impartial investigation and the opportunity to present their side of the story.

## **Complaints Handling Procedure:**

1. Filing a Complaint: Explain how employees can file a complaint, including whom they can approach (ICC members, HR department, etc.) and the format of the complaint.
2. Investigation Process: Detail the steps involved in investigating a complaint, which may include gathering evidence, conducting interviews with the complainant, respondent, and witnesses, and maintaining confidentiality throughout the process.
3. Decision and Recommendations: Describe how the ICC reaches a decision based on the findings of the investigation and the recommendations for action, which could include disciplinary measures against the respondent if found guilty.

