



GRV BUSINESS MANAGEMENT ACADEMY, BENGALURU

Policy for Prevention of Sexual Harassment (POSH) and Internal Complaints Committee (ICC)

At GRV Business Management Academy, we are committed to fostering a safe, respectful, and inclusive environment for all students, faculty, and staff. In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, this policy outlines measures to prevent, address, and redress instances of sexual harassment within the institution. The policy applies to all members of the academy, including students, teaching and non-teaching staff, and visitors.

Objective

The primary objective of this policy is to ensure a workplace and academic environment free from sexual harassment, intimidation, and exploitation. It aims to create awareness about what constitutes sexual harassment, establish a clear mechanism for reporting grievances, and provide a transparent process for addressing complaints promptly and fairly.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome behaviour, verbal or non-verbal, or physical acts of a sexual nature. Examples include but are not limited to:

- Unwelcome physical contact or advances.
- Demand or request for sexual favours.
- Sexually coloured remarks or derogatory comments.
- Showing pornography or sexually explicit materials.
- Any other unwelcome conduct of a sexual nature that interferes with an individual's work or academic environment.

Internal Complaints Committee (ICC)

To ensure effective implementation of the policy, GRV Business Management Academy has established an **Internal Complaints Committee (ICC)** in compliance with legal requirements. The ICC is responsible for:

1. Receiving and addressing complaints related to sexual harassment.
2. Conducting inquiries in a fair, unbiased, and confidential manner.
3. Recommending appropriate actions against the accused if the complaint is proven.
4. Preventing retaliation or victimization of the complainant.

The ICC consists of:

- A **Presiding Officer**, who is a senior female faculty member.
- At least two faculty or staff members committed to gender equality.
- A student representative (for cases involving students).
- An external member with expertise in law or issues relating to sexual harassment.

Procedure for Filing Complaints

1. Any individual experiencing sexual harassment can file a complaint in writing with the ICC within **three months** of the incident.
2. Complaints can also be submitted via email or through the dedicated POSH portal provided by the institution.
3. The ICC will acknowledge receipt of the complaint and initiate an inquiry within **seven working days**.

Inquiry Process

1. The ICC will conduct an impartial inquiry into the complaint, ensuring confidentiality throughout the process.
2. Both the complainant and the accused will be given a fair opportunity to present their case.
3. The inquiry will be completed within **90 days**, as per legal guidelines.

Actions and Penalties

If the complaint is found to be valid, the ICC will recommend appropriate actions, which may include:

- Apology or written warning.
 - Suspension, termination, or expulsion of the accused.
 - Counselling or sensitization training for the offender.
- False complaints, if proven, may also result in disciplinary action against the complainant.


Awareness and Training

The academy is committed to creating awareness about this policy through:

- Regular workshops and seminars for students and staff.
- Displaying the policy prominently on notice boards and the institution's website.
- Training ICC members to handle complaints effectively and sensitively.

Confidentiality

All complaints and inquiries will be handled with strict confidentiality. The identities of the complainant, the accused, and witnesses will not be disclosed, except as required by law.


 Principal
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