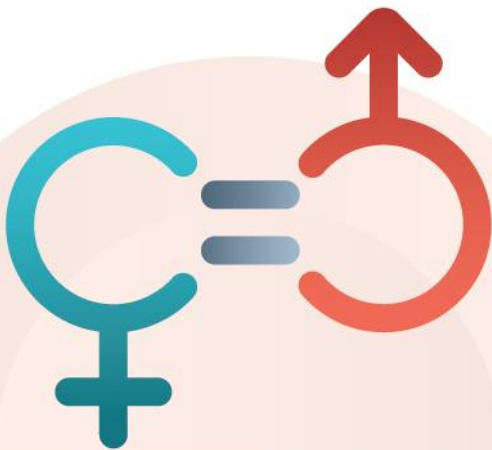




POLICY GUIDELINES



Committee for
Managing
Gender Issues
(CMGI)

April 2018

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

FOREWORD

On behalf of Indian Institute of Management Ahmedabad, I am very pleased to share this Policy against sexual harassment at workplace with you. IIMA is committed to creating a safe and conducive environment that enables all to work / study without fear of prejudice, bias, and sexual harassment. IIMA believes in equal opportunities and safe environment for all, irrespective of race, caste, religion, colour, marital status, sexual orientation, age, nationality, ethnic origin, disability or gender.

Equality in education and employment can be seriously impaired when a woman is subjected to discrimination by way of sexual harassment at workplace. Sexual harassment infringes two fundamental rights provided by the Constitution of India: (i) the right of equality under Article 14 and (ii) woman's right to life and to live with dignity under Article 21. Sexual harassment also results in violation of the victim's fundamental right under Article 19 (1) (g) to practice any profession or to carry out any occupation, trade or business as it depends on safe working environment where a woman can work safely with all her dignity. The fundamental human rights to protection against sexual harassment and the right to work with dignity are universally recognized by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India. In 1997, the Supreme Court of India recognized the above fundamental rights in a landmark judgement *{Vishaka vs. State of Rajasthan and others (AIR, 1997 SC 3011)}* and provided guidelines that employers must follow to ensure that complaints of sexual harassment at workplace can be redressed. In 2013, the Indian Parliament also enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013 on lines similar to the guidelines laid down by Supreme Court in the Vishaka judgment.

IIMA does not tolerate sexual harassment under any circumstances. While the Act has been made for women only, IIMA, by way of this Policy, has extended the rights and benefits under the Law to other genders as well. The Policy does not only provide for a mechanism and time bound process for redressing complaints of sexual harassment but also states steps to prevent such incidents from happening. As a Chairperson of the Internal Committee of IIMA, I wish to state that if you have any concerns / complaints, please feel free to reach out to us and CMGI shall resolve your queries / complaints in fair and confidential manner.

I am sure that this Policy will be helpful for all of you and would enable you to reach out to the Internal Committee members, whenever required. I hope that it would serve as an inspiration for all of us to understand the core values we believe in and follow at IIMA.

Ms. Promila Agarwal

ACKNOWLEDGEMENTS

This Policy has been drafted after several discussions, to ensure that the language is simple, clear and easy to understand for all those who read it, while also ensuring that it is in line with Law. Therefore a lot of deliberation and thought has gone into its drafting. I want to thank Ms Geeta Sharma for sharing her valuable comments and suggestions on previous draft of this document. I would also like to thank Mr Deepak Bhatt and his team for graphics related support.

We hope that you would find this Policy simple to read and easy to understand.

Ms. Promila Agarwal

The Indian Institute of Management Ahmedabad (“**IIMA**”) has set up an Internal Committee known as the Committee for Managing Gender Issues (“**CMGI**”) in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013 (“**the Act**”). However, CMGI has not been set up only to deal with complaints of sexual harassment but also to focus on creating awareness, counselling, and educating about gender issues.

1. OBJECTIVES OF CMGI

- a) To provide a harassment-free environment to all
- b) To provide bias-free culture for all
- c) To ensure that the policies and processes at IIMA do not discriminate against individuals and recommend changes where necessary
- d) To make campus safe for all living, working, studying, and / or visiting the campus
- e) To prevent sexual harassment through gender sensitization of all employees and students
- f) To redress complaints of sexual harassment in a time bound manner and as per the Act and provide support to the Complainant

2. WHO IS A COMPLAINANT?

"**Complainant**" means any individual, of any age, whether employed with IIMA or not, who alleges to have been subjected to an act of sexual harassment.

3. WHAT IS SEXUAL HARASSMENT?

"**Sexual Harassment**": Sexual Harassment means and includes:

- a) Unwelcome sexual advances, requests for sexual favours, and / or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching / guidance, employment, participation or evaluation of a person’s engagement in any college activity
- b) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, sexually coloured remarks , letters, phone calls, SMSs, e-mails or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual’s performance or of creating an intimidating, hostile or offensive environment
- c) Forcible physical touch or molestation, Eve teasing, innuendos and taunts, physical confinement against one’s will
- d) Any act or conduct by a person in authority which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at IIMA hostile or intimidating

- e) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
- Implied or explicit promise of preferential treatment
 - Implied or explicit threat or detrimental treatment
 - Implied or explicit threat about the present or future employment status or projects / assignments / examination results
 - Interference with work / projects / assignments or creating an intimidating or offensive or hostile work environment
 - Humiliating treatment likely to affect health or safety
- f) Any unwelcome gesture having sexual overtones
- g) Ridiculing an individual on the basis of colour, ethnicity, dress or physical appearance with a sexual connotation

4. CONSTITUTION OF CMGI

IIMA has constituted CMGI for receiving and redressing complaints related to sexual harassment. At all times, CMGI shall comprise of at least the following:

- a) Chairperson of CMGI (a senior and experienced woman faculty nominated by Director)
- b) Two faculty members (to be appointed from amongst faculties who are preferably committed to the cause of women or who have had experience in social work or have legal knowledge in this field)
- c) One female employee from staff
- d) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to Sexual Harassment
- e) At least one-half of the total members nominated to CMGI shall be women

I) Term of Office of CMGI Members: The tenure of each member of CMGI shall be (3) three years from the date of assumption of office or till CMGI is reconstituted.

II) Disqualification of CMGI Members: A person shall be disqualified for being appointed, elected, nominated or designated as, or for being continued as, a member of CMGI if such CMGI member:

- a) contravenes any provisions of this Policy
- b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him / her
- c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him / her
- d) has so abused his / her position as to render his / her continuance in office prejudicial to public interest

Any vacancy created in the CMGI due to cessation of employment, resignation, death, disability or removal, as applicable, shall be filled by a fresh nomination.

III) Jurisdiction of CMGI: The CMGI shall have jurisdiction to entertain complaints against an employee (including staff and faculty members) and / or student of IIMA in case the complaint is in relation to the alleged acts of sexual harassment committed in following places:

- a) All offices, the campus (including student accommodation, residences, classrooms, playground, canteen, library, auditorium, student activity center and other public places on the campus) or any other premises where IIMA's business is conducted
- b) All IIMA related activities performed at any other site away from IIMA's premises
- c) Any social, business or other functions / gatherings / parties / picnics etc. where the conduct or comments may have an adverse impact on an individual studying, living and/or working at IIMA
- d) An alleged act of sexual harassment committed during or outside of office / working hours
- e) Any sexual harassment by employee / student on any social networking website or through any other forms of electronic communication during or outside of office / working hours
- f) Any place visited by the Employee / student arising out of or during the course of employment / enrollment at IIMA
- g) An alleged act of sexual harassment committed while using transportation provided by IIMA for undertaking a journey

5. FUNCTIONS OF CMGI

I) Filing of Complaints:

- a) Anyone (including student, resident, service provider, outsider, member of the academic or non-teaching staff etc.) may lodge a complaint of sexual harassment through email: chr-cmgi@iima.ac.in. Complaints against students and employees (academic and / or non-teaching staff) of IIMA shall be handled by CMGI. In case the complaint is against anyone else with whom any IIMA employee / student interacts either in IIMA premises or third party's premises ("**Third Party**"), CMGI shall assist the Complainant in filing a complaint with the right authority, if the Complainant so desires and assist him / her in addressing the complaint to satisfactory closure. Contact details of CMGI members and other details are available on <https://www.iima.ac.in/web/about-iima/home/gender-issues-cmgi>.
- b) Complaints should be made in writing. However, in case Complainant is not able to write the complaint, CMGI shall assist the Complainant in writing the same. For any assistance, you can write to the CMGI on the email id chr-cmgi@iima.ac.in.
- c) Complaint must be made within a period of 3 (three) months from the date of incident and in case of a series of incidents, within a period of 3 (three) months from the date of last incident.
- d) The CMGI can extend the time limit for receiving a complaint to another period of 3 (three) months if it is satisfied that the circumstances were such which prevented the Complainant from filing a complaint within the first 3 (three) months.

- e) CMGI will record the reasons for such extension of 3 (three) months in writing.
- f) Any perceived delay in filing a complaint, by itself, shall not be a relevant factor in deciding the veracity of the complaint or in appreciating evidence presented.
- g) If the Complainant is unable to make a complaint on account of physical incapacity, a complaint may be filed by any of the following persons (with the written consent of the Complainant):
 - His / her relative or friend
 - His / her co-worker
 - an officer of the National Commission for Women or State Women's Commission
 - any person who has knowledge of the incident
- h) If the Complainant is unable to make a complaint on account of mental incapacity, a complaint may be filed by any of the following persons (with the written consent of the Complainant):
 - His / her relative or friend
 - a special educator
 - a qualified psychiatrist or psychologist
 - the guardian or authority under whose care he / she is receiving treatment or care
 - any person who has knowledge of the incident jointly with the Complainant's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care he / she is receiving treatment or care.
- i) If the Complainant, for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with his / her written consent. If the Complainant is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of his / her legal heir.
- j) The Complainant shall submit the complaint along with supporting documents (if any) and relevant details concerning the alleged incident(s), the name and details of the person against whom the complaint is being filed ("**Respondent**") and names and addresses of the witnesses (if any).

II) Filing of Response:

- a) On receipt of the complaint, the CMGI shall send one of the copies received from the Complainant to the Respondent within a period of 7 (seven) working days. If the complaint has been received on email, CMGI shall forward the same to the Respondent, with clear instructions that the same is not to be shared with any other employee / student of IIMA or third party.
- b) The Respondent shall file his / her reply to the complaint along with his / her list of documents (if any), and names and addresses of witnesses (if any), within a period of 10 (ten) working days from the date of receipt of the documents.

III) Counselling services: CMGI shall make Respondent and the Complainant aware that counselling services can be made available if required.

IV) Procedure for Conciliation:

- a) Prior to initiating an inquiry, the CMGI may, at the written request of the Complainant take steps to settle the matter between the Complainant and the Respondent through conciliation.
- b) Conciliation is only a choice of the Complainant.
- c) Conciliation shall not be forced or done by fraud, coercion or undue influence on either the Complainant or Respondent.
- d) Any settlement brought about must be mutually acceptable to both, the Complainant and the Respondent.
- e) Monetary settlement cannot be made the basis of such conciliation.
- f) In case a settlement has been arrived at, the CMGI shall record it and forward it to the management of IIMA to take action as specified in the recommendation of the CMGI.
- g) The CMGI will also provide copies of the settlement as recorded to the Complainant and the Respondent.
- h) If conciliation has been reached, the CMGI will not be required to conduct any further inquiry.
- i) If Complainant feels that the terms of Settlement are not being complied with by the Respondent or action has not been taken by IIMA, Complainant can make a written request to the CMGI to conduct an inquiry into the complaint.

V) Procedure for Inquiry:

- a) If the Complainant and the Respondent do not wish to go for conciliation or if the conciliation reached is not complied with or IIMA does not take action, CMGI shall, upon a written request from the Complainant to do so, conduct an inquiry into the complaint.
- b) CMGI shall make an inquiry into the complaint in accordance with the principles of natural justice and shall notify in writing, the time and dates of its meetings to the Complainant and the Respondent.
- c) During inquiry, CMGI may call upon any person / witness to appear before CMGI if it is of the opinion that it shall be in the interest of justice. It also has powers to summon any documents pertaining to the Complaint. Any refusal by any employee / student to attend any hearing before CMGI when summoned or to provide to CMGI, any documents and / or information within his / her power or possession shall constitute as misconduct, rendering such employee / student for adverse action by IIMA.
- d) All parties shall be intimated within reasonable time in advance in writing of the date, time and venue of the inquiry proceedings.
- e) All minutes of the inquiry shall be recorded in writing and shall be endorsed by persons present.
- f) The CMGI shall have the right to summon, as many times as required, the Respondent, Complainant and / or any witnesses for the purpose of supplementary testimony and / or clarifications.

- g) CMGI shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present themselves, for 3 (three) consecutive hearings convened by the Chairperson. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 (fifteen) days in advance, to the party concerned.
- h) During the course of inquiry, the Complainant and the Respondent shall be given a fair opportunity of being heard.
- i) Before preparing the inquiry report, a copy of the findings shall be given to the parties in case they wish to make representations against such findings.
- j) In conducting the inquiry, at any point of time, the complaint shall be heard by a minimum of 3 (three) members of CMGI including the Presiding Officer and shall be completed within a period of 90 (ninety) days from the date of receipt of complaint.
- k) The Complainant and Respondent shall not be allowed to bring in any legal practitioner to represent them at any stage of the proceedings before CMGI.
- l) Everyone who is a part of the CMGI proceedings shall be required to keep all details related to the complaint confidential and may need to sign a confidentiality agreement / letter / arrangement.

VI) Procedure for action during pendency of inquiry: During the pendency of an inquiry, on a written request made by the Complainant, CMGI may recommend the following to IIMA:

- a) transfer the Complainant or Respondent to any other workplace
- b) grant leave to the Complainant up to a period of 3 (three) months (the leave granted shall be in addition to the leave the Complainant is otherwise entitled to)
- c) grant any other relief to the Complainant, which the CMGI thinks is appropriate
- d) restraint the Respondent from reporting on the work performance of the Complainant or writing his / her confidential report and assign the same to another head / officer
- e) in case the complaint has been filed by an intern or an apprentice working under the Respondent, restrain the Respondent from supervising any academic activity of the Complainant and assign the same to another officer.

On receiving a recommendation from CMGI, IIMA shall implement the recommendations and send a report of such implementation to CMGI.

VII) Procedure for preparing inquiry report and suggesting actions:

- a) On the completion of an inquiry, the CMGI shall provide a written report of its findings and recommendations to IIMA within a period of 10 (ten) days from the date of completion of the inquiry and such report shall be made available to the parties.
- b) The inquiry report shall specify details of the charges against the Respondent, the statements made and evidence presented by the parties and a statement giving reasons for the findings arrived at by the CMGI. In the event that the CMGI arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to IIMA that no action is required to be taken in the matter. A mere

inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant on the basis that the complaint was false or malicious.

VIII) Recommendation of CMGI against Respondent in case Respondent is employee (academic and / or non-teaching) and Guilt is proven: Where the CMGI arrives at the conclusion that the allegation against the Respondent (employee - academic or non-teaching) is proved and such employee is found guilty of sexual harassment, CMGI may give any of the following recommendations:

- a) a written apology from the employee
- b) a letter of warning may be given to the employee
- c) reprimand or censure the employee
- d) removal from an administrative position
- e) disbarment from holding an administrative position
- f) Compulsory retirement
- g) withholding the promotion
- h) withholding of pay rise or increments
- i) immediate transfer or suspension without pay
- j) suspension from service for a limited period
- k) termination from service
- l) undergoing a counselling session
- m) carrying out community service
- n) deduction from the salary or wages of the employee, such sum as CMGI may consider appropriate to be paid to the Complainant or to his / her legal heirs as compensation. In case IIMA is unable to make deductions from the salary of the employee due to his / her being absent from duty or cessation of employment, it may direct them to pay such sum to the Complainant. In case they fail to pay the sum, CMGI may forward the order for recovery of the sum as an arrear of land revenue to the concerned district officer.

IX) Procedure for determining compensation:

CMGI may consider various factors as required under the Act for the purpose of determining the sums to be paid to the Complainant and may take the following into consideration:

- a) the mental trauma, pain, suffering and emotional distress caused to the Complainant
- b) the loss in the career opportunity due to the incident of sexual harassment
- c) medical expenses incurred by the victim for physical or psychiatric treatment
- d) the income and financial status of the Respondent
- e) feasibility of such payment in lump sum or in instalments.

X) Recommendation of CMGI against Respondent in case Respondent is student and Guilt is proven: Where the CMGI arrives at the conclusion that the allegation against the Respondent (student) is proved and such student is found guilty of sexual harassment, CMGI may give any of the following recommendations:

- a) Warning or reprimand
- b) Transfer to another hostel accommodation
- c) Withdrawal of hostel accommodation for a period up to one term

- d) Repeating a slot / term / courses / programme
- e) Suspension from a slot / term / courses / programme
- f) Withdrawal of the right to an official character certificate or reference letter from IIMA
- g) Rustication from IIMA for a period up to one year
- h) Debar from IIMA event or function
- i) Removal from an administrative position
- j) Disbarment from holding an administrative position
- k) Debar from participating in convocation procession
- l) Expulsion from IIMA, and / or a bar on appearing for the entrance examination/interview to any program of study offered by IIMA
- m) Withholding of a degree awarded by IIMA

XI) Recommendation in case of a Second Offence: A second or repeated offence may lead to severe recommendations by CMGI.

XII) Action by IIMA: Management of IIMA shall act upon the recommendation given by CMGI within 60 (sixty) days of receipt of the recommendation. The action taken by IIMA and penalty awarded to the Respondent (in case the Respondent is an employee (academic and/or non-teaching staff) may be recorded in his / her Annual Performance Report / Confidential Record (whatever applicable). Further, the action taken by IIMA and penalty awarded to the Respondent (in case of a student) may be recorded in his / her Personal File. In addition to the penalties specified above, the person may be advised to undergo counselling and gender sensitization, and to give a written apology to the Complainant.

XIII) Action by IIMA against third party: In case of a complaint being filed against a Third Party, in spite of the fact that no employment related action may be possible by IIMA against such Third Party, however, IIMA may take all or any of the following measures, whether or not inquiry is done/possible by CMGI:

- a) Warning, reprimand, or censure of such Third Party
- b) A letter communicating his / her misconduct to his / her place of education, employment or residence
- c) Declaration of the campus as out of bounds for him / her, and / or a bar on appearing for the entrance examination / interview to any program of study offered by IIMA
- d) In case of service provider, declaration that services shall not be taken from him/her
- e) Any other action as may be necessary.

XIV) Actions for filing false complaints:

- a) This Policy has been evolved to ensure that employees / students have a forum to approach in the event of instances of sexual harassment. However, if on inquiry it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual; tarnishing his / her image and to settle personal / professional scores, strict action will be taken against the Complainant.

- b) In case CMGI arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, it may recommend to IIMA to take suitable action against the Complainant, in accordance with the provisions of the applicable service rules and / or may include any of the actions mentioned above. Therefore, for filing a false complaint, CMGI may make the same recommendation against the Complainant as it would have recommended against the Respondent if the complaint would have been proved to be a genuine one. Management of IIMA shall then act upon the recommendation given by CMGI within 60 (sixty) days of receipt of the recommendation.
- c) A mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant. The malicious intent on the part of the Complainant will have to be established through the inquiry process before an action against such Complainant is recommended.

6. CONFIDENTIALITY

It shall be the duty of all persons and authorities designated to ensure that all complaints lodged with CMGI are confidential. After the initiation of an enquiry, such confidentiality shall be continued so far as is possible. The name of the Complainant or the Respondent nor their identity shall be revealed to the press / media or any other persons whilst reporting any proceedings, case, order or Judgment. However, information may be disseminated regarding the justice secured to any victim without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Complainant and witnesses. All discussions / decisions must be documented and retained by the CMGI and must be kept confidential. The above may also include suspension pending inquiry. Appropriate information will be shared with Government authorities as per the Act. If any person (including witnesses) breaches confidentiality, IIMA shall recover a sum of rupees five thousand as penalty from such person.

7. PROTECTION AGAINST VICTIMIZATION

IIMA will not accept, support or tolerate retaliation in any form against any employee / student who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action. While dealing with any complaint of sexual harassment, CMGI shall ensure that the Complainant or the witness are not victimized or discriminated against by the Respondent.

In case of any victimization, CMGI may do the following:

- a) issue a restraint order to warn the Respondent(s) that any attempt on his / her part or by person(s) acting on his / her behalf, to contact, or influence, or intimidate, or exert pressure on the Complainant/witness or any person in the Complainant's/witness's

confidence may prove prejudicial to his / her case. CMGI may issue a verbal and written warning that such behaviour may lead to an adverse inference (i.e. a contrary / negative view) being drawn against him / her. The Complainant or any other person should intimate in writing to CMGI of any violation of the order of restraint by the Respondent(s), or any persons acting on his / her behalf. CMGI shall consider all violations of the restraint order when determining the nature of offence of a Respondent found guilty of sexual harassment.

- b) If the Complainant / witness is a student and the Respondent(s) is a teacher, during the inquiry and post-inquiry (if teacher is found guilty), the Respondent(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- c) If Complainant / witnesses and the Respondent(s) are members of the academic and / or non-teaching staff of IIMA, during inquiry and post inquiry (if Respondent is found guilty), the Respondent shall not write the Annual Performance Reports of the Complainant, if he / she is otherwise so authorized.
- d) If the Respondent(s) is a resident / service provider, during the duration of the inquiry and even after such inquiry if the Respondent is found guilty, the order of restraint issued in accordance with the procedures shall be in force at all times.

8. PROVISIONS FOR APPEAL

In the event of the CMGI not taking action on a complaint, or if the Complainant or Respondent is dissatisfied with the recommendations of CMGI and / or with the disciplinary action taken by IIMA, he / she shall have the right to file an appeal within a period of 90 (ninety) days from recommendations to the court or tribunal in accordance with provisions of the Act.

9. WHERE SEXUAL HARASSMENT AMOUNTS TO CRIMINAL OFFENCE

- a) Sexual Harassment amounts to a specific offence under the Indian Penal Code, 1860 or under any other law, it shall be the duty of CMGI to immediately inform the Complainant of his / her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.
- b) The provisions of this Policy shall not restrict the powers of IIMA or Complainant to proceed against the Respondent for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of this Policy.
- c) The proceedings under this Policy shall not, in any way, be affected by any other proceedings against the Respondent preferred by the Complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law. Any such action or proceedings initiated shall be in addition to proceedings initiated and / or any action taken under this Policy.

10. RESPONSIBILITIES OF IIMA

- a) IIMA shall provide legal, medical and counselling assistance to those complainants who have to take recourse to the law.
- b) In case the management of IIMA receives a complaint, it shall forward such complaint to CMGI for proper redressal of such complaint.
- c) IIMA shall maintain full confidentiality with respect to the complaints
- d) IIMA shall extend all necessary assistance for ensuring full, effective and speedy implementation of this Policy
- e) IIMA shall strive to create a safe workplace and provide support to CMGI for its effective and unbiased functioning
- f) IIMA shall forward to the District Officer, the Annual Report of CMGI

11. WHAT IIMA EXPECTS FROM YOU

- a) Help IIMA provide a safe and respectful environment for all and have shared responsibility of creating the same.
- b) Speak up if you come across sexual harassment. Be aware that IIMA will take allegations seriously and will ask for co-operation in an inquiry if you bring a complaint forward.
- c) Provide support during any inquiry of a complaint, including testifying as witness and giving full and truthful disclosure of all factual information when asked by CMGI, while ensuring that complete confidentiality is maintained, throughout, about any case of sexual harassment within the organization.
- d) Set an example of dignified workplace behaviour and ethical standards in line with IIMA's values.
- e) Handle information related to known or suspected violations of this Policy in a discreet and confidential manner and not attempt to investigate / inquire into the information or suspected violations of this Policy on your own i.e. without involving CMGI.

12. HOW TO RESPOND

- a) Harassment is unlikely to stop until confronted.
- b) IIMA supports and encourages all members of the community who believe they are being sexually harassed to take steps to end the harassment.
- c) Keep records of any verbal or written communication you have with the harasser.
- d) Talk to or email any member of CMGI.
- e) Filing of a complaint WILL NOT adversely affect career / grades / academic status.

13. AMENDMENT TO THE POLICY

IIMA reserves the right to amend the Policy from time to time in order to comply with any laws / rules / regulations that come into effect from time to time, related to sexual harassment at workplace.