

राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान

National Institute of Animal Biotechnology, Hyderabad

**Policy for the Prevention  
and Prohibition of  
Sexual Harassment**



D.No. 11121/1, 4<sup>th</sup> & 5<sup>th</sup> Floors, Axis Clinicals Building, Miyapur  
Hyderabad - 500 049, INDIA

### Sexual and Other Unlawful Harassment

National Institute of Animal Biotechnology (NIAB), Hyderabad provides equal opportunity and encourages capable women to join at all positions (student, researcher, scientist, support staff) thereby empowering them to realize their potential and leadership qualities. Also, NIAB is committed for providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. NIAB will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic.

The Institute is committed for providing all members of its community, including academic & non-academic staff, contractual employees, students / scholars and other supporting staff at the place of work an environment free from any form of Sexual Harassment or exploitation.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

All the employees/students of the Institute are urged to share the responsibility to build and nurture a community that is characterized by respect for others and that is free from discrimination and harassment against women. All employees /students are encouraged to be aware of and to report behaviour, that they perceive as sexual harassment at the workplace

## 2. Constitution of Complaint Committee

(a) An internal committee to receive and address the complaints, hereinafter referred to as "the Complaint Committee" has been constituted in accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(b) The complaint committee of NIAB consists of the representation of members as prescribed in the act 2013, wherein at least one-half (50 %) of the total Members so nominated shall be women. The nomination of the external member shall be by invitation by the Director from amongst Academicians, social activists and/or legal representatives of Non-Governmental Organization (NGO). The director may also nominate other members. These nominations will be final and not open to challenge.

(c) The complaint committee is constituted with the following representation as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 :

(i) A chairperson who shall be a woman employed at a senior level (academic or non-academic) at workplace from amongst the employees. Director can nominate external person, if senior level woman employee is not available at the Institute

(ii) Two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge

(iii) The Member Secretary will also be a woman employee of NIAB. Her office will function as the Secretariat of the Committee.

(iv) One legal expert or a member of an NGO, preferably a person familiar with the issues relating to sexual harassment

(d) The complaint committee shall ordinarily meet twice in a year. An urgent meeting may be convened by the chairperson. All members shall attend the meeting of the complaint committee and any member other than the external member/s who is absent from two consecutive meetings without prior intimation, shall be liable to cancellation of his/her membership. At least 60% of the complaint committee, of which two members are women, should be present to constitute a quorum. Where there is difference of opinion among the members, the majority shall prevail. If the chairperson cannot make it to a meeting, she may nominate another chairperson from among the members of the committee.

(e) The term of the committee shall be three years unless otherwise re-nominated. The previous committee will continue till the new committee is constituted.

(f) The director shall ensure display at any conspicuous place in the workplace, the order constituting, the complaint Committee.

(g) The complaint Committee shall have statutory status and be empowered to carry out the enquiry and investigations into complaint of sexual harassment.

### 3. The Complaint mechanism

(a) A complaint of sexual harassment at workplace may be made directly, preferably in writing, to any member of the complaints Committee or through academic and non-academic staff, or any campus association/s (such as students or post doc associations). Where an oral complaint is made, the chairperson of the committee will reduce it to writing and the document will be signed by the complainant.

The Internal Complaint Committee is vested with the powers to receive complaints on Sexual Harassment, make enquiry and prepare report with findings and recommendation to the Disciplinary Authority, the institute Director for the purposes of the Campus.

(b) In view of the complaints lodged by victims of sexual harassment in the work place, the complaints committee will make enquiry, prepare and submit the report with findings to the Director. The Director after considering the report and recommendations will initiate disciplinary proceedings and, if required, pass necessary orders.

(c) For the purposes of enquiry, the complaint committee may summon any person, and the entire enquiry shall be completed within a period of thirty days, from the date of the complaint.

(d) A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the complaint Committee.

(e) The complainant and the defendant shall be given an opportunity of being heard

### 4. PROCEDURE OF DISPOSING OF COMPLAINTS

(a) The complaint committee will conduct enquiries into the complaints received, and recommend penalties against the defendant in accordance with the rules and procedures laid down in these guidelines

(b) A copy of the complaint should be circulated to all committee members within 3 days of receipt of the complaint, and a meeting be called by the chairperson, no later than 10 days after the receipt of the complaint.

(c) The complaint committee may further constitute an Enquiry Committee with careful consideration of representation appropriate to the case. Where a complaint Committee member has been charged with sexual harassment, such member will step down as a member, till the enquiry is completed.

(d) The complaint Committee shall prepare a document containing a summary of the Complaint based on the investigations of the enquiry committee.

(e) A copy of this document will be made available for the complainant and the defendant.

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6. MISCELLANEOUS:

(a) The complaint committee in its proceedings will be sensitive to the nature of the sexual harassment and shall be cognizant of the fact that the aggrieved person may not be able to present evidence. The complaint committee will discount any evidence that is based on the character, personal life, and conduct, personal and sexual history of the aggrieved person.

(b) All information received in the course of the examination and enquiry of the complaint of sexual harassment shall be considered confidential and shall not be made available to anyone other than the complainant. The institute will take measures to adhere to complete confidentiality as a policy.



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Members of the Complaint Committee for prevention and prohibition of Sexual Harassment of Women at work place

<b>Sl No</b>	<b>Name</b>	<b>Designation</b>
1	Dr Madhuri Subbiah Scientist	Chairperson
2	Ms Dilna S V Technical Officer	Member
3	Smt Sobha Krishna Legal Expert	Member
4	Mr Harjit Singh Sr Manager	Member
5	Mr Santosh Mhadeshwar Manager S&P	Member
6	Ms Krishna Priya PA to Director	Member Secretary