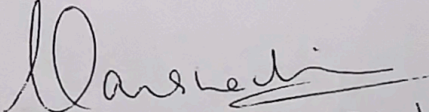


STANDARD OPERATING PROCEDURES FOR GENDER HARASSMENT COMMITTEE

- 1) Any complaint reported to the committee should be received and evaluated accordingly. There should not be any refusal to receive the complaint from anybody.
- 2) The members of the committee will be intimated through a circular/phone call to attend the meeting on a particular day and time.
- 3) Both Complainant and accused need to be present during the enquiry meeting.
- 4) Details of the incident will be narrated by the complainant
- 5) All the members of the committee can ask questions and clarify with the incident to get the details.
- 6) The complainant is made to write his/her version of the incident and the writing is collected by the committee.
- 7) The accused also is allowed to narrate the incident in his/her own words.
- 8) The committee interrogates with the accused for further clarification.
- 9) Accused is made to give a written document narrating the incident in his/her own words.
- 10) Then committee will discuss among themselves in privacy for further action and punishment.
- 11) The decision will be conveyed to the accused by the committee members.


5.3.15

President officer.