

Safety audit taken by the School to prevent sexual Harassment of staff at work place

1. Create a harmonious working environment free of intimidation, hostility, offence and any form of harassment and abuse of authority. In order to achieve such an environment, all those who are in-charge of the institution must act as role models by upholding the highest standards of conduct.
2. Ensure only eligible, well-reputed and morally upright persons are recruited and appointed as the staff of the institutions and they should be trained, supervised and supported at their work place, which should promote genuine and mature human behavior.
3. Communicate the zero tolerance policy on sexual harassment at workplace and abuse of authority to all the members of the institution and ensure that they are given training on gender sensitivity and prevention of sexual harassment.
4. The root causes arising from various factors of behavior patterns of all persons that provoke a person to see the other only as an object of sexual satisfaction are to be addressed, made aware of and eradicated through awareness program/training.
5. All the members of institutions should be given the proper knowledge and training with regard to the moral and social behavior expected in an institution or workplace of the Catholic Church. Those who exercise leadership roles should be trained to understand the implications of the Guidelines and to have the skills to deal with adverse situations.
6. Display a conspicuous place in the workplace, the details of the grievance redressing authority that should be approached by a victim in the event of sexual harassment and the penal consequences of sexual harassment.
7. Ensure that staff members supervising others do not engage in harassment at workplace.
8. Take measures consistent with the Guidelines, should they witness any act of harassment at workplace.
9. Ensure that incidents of harassment at workplace or abuse of authority are promptly addressed. In such cases, all those who are in-charge of the institution must demonstrate fairness, impartiality and avoid any form of intimidation or favoritism.
10. Ensure that all discussion, communication and activities are handled with extreme sensitivity and utmost confidentiality.
11. Ensure that no employee is retaliated against.
12. Ensure compliance with the provisions of this 'Guidelines', including appointment of ICC, preferably within a period of sixty days from the date of publication of this 'Guidelines'.
13. Provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry.
14. Assist in securing the attendance of Respondent and Witnesses for ICC.
15. Make available such information to ICC as it may require having regard to the complaint made.
16. Monitor the timely submission of annual reports by ICC.