

# MAMATA MEDICAL COLLEGE, KHAMMAM

## **Standard Operating Procedure (SOP) for the Prevention of Sexual Harassment Committee**

The Internal Committee (IC) on Prevention of Sexual Harassment, Mamata Medical College has following specific rules and regulations

To provide a safe working environment for all employees, free from discrimination, harassment, and retaliation, and to set procedures for reporting, investigating, and resolving complaints of sexual harassment. This SOP applies to all employees associated with the organization.

### **1. Online Complaint Procedure:**

- **Create a Dedicated Portal/Platform:** The organization has dedicated email ID where complaints can be filed.
- **Immediate Acknowledgement:** Once a complaint is filed, an immediate acknowledgment will be sent to the complainant.
- **Privacy Assurance:** Assure the complainant that their details will remain confidential and that the complaint will be dealt with utmost discretion.

### **2. Awareness & Training:**

- College conducts regular training and awareness programs for employees to ensure they understand the definitions and boundaries, and are aware of the complaint mechanisms in place.
- Displaying posters or infographics in prominent places within the office premises to spread awareness.

### **3. Redressal Mechanism:**

- Once a complaint is registered, the IC will swing into action and conduct a detailed inquiry.
- If the alleged harasser is found guilty, actions ranging from a warning, to suspension, or even termination, will be taken, based on the gravity of the harassment.
- Counselling services will be provided to the aggrieved individual.

### **4. Regular Reporting & Monitoring:**

- The IC compile regular reports (every 6 months) detailing the number of complaints received and how many were addressed, and the actions taken. This promotes transparency and assures employees that complaints are being handled.