



## **CANARY THE SCHOOL**

### **POSH POLICY**

#### **Mission Statement of the School**

To prepare committed, responsible young citizens by instilling advanced skills through inquiry and rigorous assessments who are culturally rooted with a global perspective, are in harmony with self, community and nature; have the courage to take risks with integrity and academic honesty, apply what they have learned for a purpose and make appropriate decisions and choices bringing in positive change in themselves and the community.

#### **Vision of the School**

To create a happy school community that supports intellectual evolution and collaborative learning for students, where every child imbibes 'how to learn' rather than 'what to learn'

#### **Sexual Harassment at Workplace Prevention and Redressal Policy**

Canary International School is committed to providing a safe environment for all its staff (both teaching as well as non-teaching) free from discrimination of any sort and from harassment at work including sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint. It is the right and the duty of our staff to speak-up against sexual harassment at workplace.

#### Definition of sexual harassment

Sexual harassment is unwelcome, non-consensual conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment/recruitment as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

### Physical misconduct

- Unwelcome physical contact including patting, pinching, hugging etc
- Physical violence, including sexual assault
- Blocking space, standing too close
- The use of job-related threats or rewards to solicit sexual favours

### Verbal misconduct

- Comments on appearance, age, private life, body parts, sexual appealor using objectifying language
- Sexual comments, stories and jokes
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults or demeaning remarks based on the sex/gender/sexuality/sexual orientation of the worker
- Sending unwanted flirtatious or sexually explicit messages (by phone, What's App, text, email etc)

### Non-verbal misconduct

- Display of sexually explicit or suggestive material, including in the form of calendars or screen savers
- Sexually-suggestive gestures
- Whistling, Vocalizing
- Leering, Staring at body parts
- Intimidating stares

Sexual harassment is prohibited whether it takes place within a school premises, or venues like hotels/resorts, including at social events or inter/intra school functions, semi-official parties, camps, trips or visits to locations, seminars, conferences or during travel, including in the mode of transportation, for example the school bus or others like autos, cars, cabs, trains or plane etc

### Complaint Redressal

Canary International School formed an Internal Committee (IC) according to the guidelines in relevant legislations. The following are the IC members and either all or any of them can be approached by a complainant. It would be best if a written complaint is submitted and if requested, the IC can help in drafting/writing the complaint. The written complaint should have all possible details of the incident/misconduct, along with dates and names of witnesses or any evidence, if available.

S.no	Name	I C designation	Email ID
1	Ms Suma latha Uppalapathi	Chairperson	<a href="mailto:director@canaryschool.in">director@canaryschool.in</a>
2	Ms Asiya Shervani	External Member	<a href="mailto:asiya.shervani@gmail.com">asiya.shervani@gmail.com</a>
3	Ms Swetha Reddy.C	Member	<a href="mailto:chairman@canaryschool.in">chairman@canaryschool.in</a>
4	Ms Aparna Prasad	Member	<a href="mailto:principal@canaryschool.in">principal@canaryschool.in</a>
5	Ms Madhavi Dutt	Member	<a href="mailto:pypc@canaryschool.in">pypc@canaryschool.in</a>
	Ms Rashmi Bansal	Member	<a href="mailto:seniorschoolcoordinator@canaryschool.in">seniorschoolcoordinator@canaryschool.in</a>

This IC will act on the complaint in accordance with the procedure and timelines mandated in the 2013 Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. The complainant can complain within 90 days of the sexual harassment incident, however if for reasonable and understandable reasons, there is a delay, the IC will accept the complaint. The IC will provide full support to the complainant and ensure that confidentiality and fairness is maintained and the complainant does not face any humiliation, negative consequence or retaliation as a result of complaining. The investigation will be completed following the principles of natural justice within 90 days of receiving the written complaint. The IC has powers of a civil court and will conduct detailed and thorough investigations. The IC will also finalize punitive action for the respondent (if found guilty) which could include monetary deductions, redeployment or transfer to another unit, demotion, dismissal or termination of contractual terms.