

Through E-mail.

**OFFICE OF THE
DIRECTOR GENERAL OF POLICE
HIMACHAL PRADESH POLICE HEADQUARTERS
SHIMLA-171002.**

No. DIV-I(Sexual Hmt.)2018-1087-115

Dated 27.07.2018

To

All Heads of Police Offices in HP
(including SV& ACB, HP)

Subject: - Recommendation of Workshop on Sexual Harassment at
Workplace held on 28.03.2018.

Sir,

Enclosed please find herewith a photocopy of D.O. No.3/2/2017-PRP&P dated 17.05.2018 alongwith its enclosures received from the Joint Secretary (P&A) National Human Right Commission, New Delhi, on the subject cited above.

2. In this connection, it is requested to take further necessary action on the recommendation v(a), v(b), v(d) & v(e). With respect to v(e), information be sent to SP/Crime State CID, Shimla, HP too for further necessary action on his part. Action taken report be also sent to this office at the earliest.

Encls.A.A.

for Director General of Police,
Himachal Pradesh.

Endst. No.AA.

Dated:-

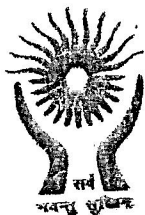
Copy alongwith a copy of aforesaid D.O is forwarded to the Superintendent of Police, State CID, Crime, Shimla HP with request to upload the required information on HP Police Website also.

Encls. A.A.

for Director General of Police,
Himachal Pradesh.



Ranjit Singh
Joint Secretary (P & A)



(2094) **राष्ट्रीय मानव अधिकार आयोग**
मानव अधिकार भवन, सी-ब्लॉक, जीपीओ
कम्प्लेक्स, आईएनए, नई दिल्ली-110 023 भारत
NATIONAL HUMAN RIGHTS COMMISSION
Manav Adhikar Bhawan, C-Block, GPO Complex IN,
New Delhi-110 023 India

D.O. No. 3/2/2017-PRP&P

Copy to the Chief Secretary
Dy. No. 3/3/2018
Date: 17 May 2018
National Human Rights Commission
2/6/18

Dear Respected Sir,

The commission had organized a one day workshop on "Sexual Harassment at Workplace" on 28 March 2018. The workshop was held under the chairmanship of Smt. Jyotika Kalra, Member, NHRC. The workshop has been attended by senior officials of National Commission for Women, Delhi Commission for Women, State representatives from Delhi, Punjab, Rajasthan, and Chandigarh along with the representatives of NGOs/Civil Society Organizations and academicians working in the area of sexual harassment. The objective of the meeting was to review and assess the implementation of Sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013. Further, the one day meeting also aimed to understand the ground reality from the stakeholders to form a holistic understanding of the issue.

In this workshop, eight broad areas were identified and the recommendations were made accordingly. The eight broad areas were; Action Plan, Local Complaints Committee (LCC), Internal Complaints Committee (ICC), Budget Allocation, Awareness, Training Module, Legal Aid, Research Project. The recommendations of the workshop are annexed herewith (Annex-I).

You are therefore, requested to send an action taken report on the recommendations emanated from the workshop within three months.

With regards

Yours Sincerely,

(Dr. Ranjit Singh)

Enclosed: As stated

To

Shri Vineet Chawdhry
Chief Secretary,
Government of Himachal Pradesh,
Civil Secretariat,
Shimla- 171002

(300)

**Recommendations of One-Day Workshop on Sexual Harassment at
Workplace**

Date: 28 March 2018

Venue: Room No. 508, Manav Adhikar Bhawan

A One-Day workshop on 'Sexual Harassment at Workplace' was held in the Commission on 28 March 2018 under the chairmanship of Smt. Jyotika Kalra, Hon'ble Member, NHRC. It was attended by Mrs. Swati Maliwal, Chairperson of Delhi Commission for Women, senior officials representing the States of Delhi, Haryana, Punjab, Rajasthan and UT of Chandigarh, Delhi Legal Services Authority (DLSA), academicians and civil society organizations. The list of participants is annexed.

2. The following major **recommendations** emanated out of the deliberations:

Mission Statement: Safe and secure working environment which would encourage equal employment opportunities for all and to integrate business and human rights to prevent sexual harassment at work place.

- i. **Action Plan:** The National Human Rights Commission and the State Human Rights Commissions together should conduct awareness programmes about the provisions of the Act at the regional and national level and to formulate an action plan for implementation by the state governments to prevent sexual harassment at workplace.
- ii. **Local Complaints Committee (LCC):** Steps should be taken to constitute the LCC in every district as per the Act so as to enable women in the unorganised sector or small establishments to get their grievance of sexual harassment redressed.

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iii. **Internal Complaint Committee (ICC):** An ICC is mandatory in every private and public organization that has ten and more employees as per the Act. It is to be further ensured by the respective governments that the composition of the ICC is in accordance with the Act.

iv. There should be proper allocation of budget for the functioning of the Complaints Committee. There should also be time bound disposal of the cases as per the Act, so that there is strong deterrence and prevention of sexual harassment at workplace.

v. **Awareness:**

a) Awareness on prevention of Sexual Harassment through newspapers/ radio/ television/ social media/messages/ emails on various provisions of Sexual Harassment at Workplace.

b) Programmes and Workshops regarding women issues including sexual harassment at workplace should be conducted in the schools/ colleges for students of Class 8 and above. (covering both boys and girls).

c) During the orientation programmes, video films about the sexual harassment at workplaces should be used to encourage appropriate behavior among the employees in the organizations (both public and private sector).

d) Display Boards which provide details of the Complaint Committee constituted under the Act and penal consequences, at conspicuous places in the working place.

e) Details of the ICC also need to be mentioned on the website of all the organizations (Public and Private Sectors). There should be a hyperlink indicating the information regarding free legal help that the woman can seek in case of Sexual Harassment at Workplace.

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vi. **Training Module:** The training module should be divided into two categories -

- a) General or customized training for the employees/employer, depending on the need and group of people under training, and
- b) Specialized Training for the members of ICC.

vii. **Legal Aid:** The hyperlink of National/State Legal Service Authority for providing free legal aid to the victims of sexual harassment should also be provided at the websites of NHRC and SHRCs.

viii. **Research Projects:**

- An industry specific empirical study needs to be undertaken to create a database concerning the following:
 - Number of complaints lodged before the ICC,
 - Time taken by ICC for disposal of the complaints,
 - Number of complaints compromised
 - Number of complaints in which relief granted to victim
 - Amount of compensation paid
 - Disciplinary action taken against the harasser/ respondent
 - Possible alternatives/ remedial measures

- A study to determine the best practices of the States and Private Sector in handling the sexual harassment cases needs to be carried out.
- To draft a model regulation/procedure to be followed by ICC (which is simple and understandable by its members who have no legal background).

ix. **Pledge/ Undertaking:** To generate awareness and accountability, the employees should undertake a pledge/undertaking for protection,

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preservation and promotion of woman's rights in the work place at the time
of their joining the organization (both private and public sector).
