



## **POSH POLICY (PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE)**

### **INTRODUCTION**

The Prevention of Sexual Harassment (POSH) Act, 2013, is a law enacted to ensure a safe and secure working environment for women. The Act aims to protect employees from sexual harassment at the workplace and provides a mechanism for the prevention and redressal of complaints related to sexual harassment. Educational institutions are also considered workplaces; therefore, it is the responsibility of the school management to ensure a safe, respectful, and dignified environment for all employees, including teaching staff, non-teaching staff, contractual staff, and visitors.

### **OBJECTIVE OF THE POSH POLICY**

- Provide a safe and secure working environment
- Prevent sexual harassment at the workplace
- Promote respectful behavior among all staff members
- Provide a mechanism for redressal of complaints
- Ensure confidentiality and protection against retaliation

### **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment includes any unwelcome act or behavior such as physical contact and advances, demand or request for sexual favors, sexually colored remarks, showing pornography, unwelcome messages, calls, or emails, or any verbal, non-verbal, or physical conduct of a sexual nature that creates an uncomfortable or hostile work environment.

### **COMPLAINT PROCEDURE**

- A complaint should be made in writing to the Internal Complaints Committee (ICC).
- The complaint should be submitted within 3 months of the incident.
- The committee will conduct an inquiry and maintain confidentiality.
- Appropriate action will be taken based on the findings.

### **RESPONSIBILITIES OF THE INSTITUTION**

- Provide a safe working environment
- Display POSH policy and committee details
- Conduct awareness and training programs
- Assist in filing complaints if required
- Ensure no victimization or retaliation against the complainant

The institution follows a zero-tolerance policy towards sexual harassment. All staff members are expected to maintain professional behavior and contribute to a safe, respectful, and positive work environment.

Meridian School Uppal has constituted an Internal Committee (POSH Committee) in accordance with the Prevention of Sexual Harassment (POSH) guidelines

S. No.	Name of the Members	Official Position	Designation
1	Ms. Shailaja Reddy	Principal	Head of the Institution
2	Mr. Prasad	Vice Principal	Member
3	Ms. Madhuri Ugle	Training Head	Head of the Committee
4	Ms. Mrudula Kar	Coordinator	Member
5	Ms. Rishika	Coordinator	Member
6	Ms. Sirisha	Coordinator	Member
7	Ms. Veda	School Counsellor	Member
8	Mr. Sravan	Admin Representative	Member
9	Ms. Balamani Vinjamoori	Co-ordinator	Member
10	Mr. Shubodeep Basu Ray	Student Representative - Male	Member
11	Ms. Yashwitha	Student Representative - Female	Member