

IIT DELHI
PREVENTION OF GENDER DISCRIMINATION AND SEXUAL HARASSMENT
GUIDELINES FOR STAFF MEMBERS

Indian Institute of Technology, Delhi calls upon all its staff members (regular/contractual/outsourced), to prevent and respond to gender discrimination and sexual harassment at the workplace¹, **with special reference to women in the Institute.**² The Institute also recognizes that men, transgender persons and persons of other gender identities and sexual orientation could also face these issues.

Sexual Harassment at Workplace includes unwelcome acts or behaviour (whether directly or by implication) namely physical contact and advances, a demand or request for sexual favours, making sexually coloured remarks, showing pornography, or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. **It is not just wrong, it is illegal** as it results in the violation of one's fundamental rights to equality, non-discrimination, life and personal liberty under Articles 14, 15 and 21 of the Indian Constitution. **Sexual Harassment at Workplace focuses on IMPACT ON THE PERSON BEING HARASSED, NOT on the INTENT OF THE PERSON WHO IS HARASSING.**

Gender Discrimination at Workplace is a term used for all instances of differential treatment based on a person's gender identity or gender expression which creates discomfort, humiliation or fear and /or places a person at a disadvantage relative to another.

Some examples of sexual harassment of women at the workplace include

- Harassing women employees by making unwelcome advances of a sexual nature or insisting on sexual intimacy.
- Stalking her on WhatsApp or through text messaging, emailing, or phone calls.
- Asking for a sexual favour in exchange for promotion, desired work project, any compensation etc., OR to avoid negative impacts (like threat or incidence of violence, loss of work facilities, demotion, exposing a personal secret, etc.).
- Denial of access to information, data, worker's benefits and facilities mandated for all employees by the Institute.
- Propagating a work culture that demeans women's abilities to perform their work satisfactorily simply because they are women. Examples can be "Women lack intelligence or ability to handle certain tasks"; "they cannot cope with work in senior or positions of responsibility since they have to return home by a certain time or take time off to look after children or elderly family members."
- Not employing a woman or selecting her for a position with the excuse that she might get married or get pregnant, presuming that she will be less productive under those circumstances.
- Denial of opportunities for career advancement or promotion based on gender.
- Intentionally requiring selected/only women staff members to work overtime and creating unsafe situations which make them vulnerable to abuse.
- Calling woman employee repeatedly to personal office space without any work being involved; making her feel uncomfortable by positioning oneself in close physical proximity to her.
- Interfering in her personal life and decisions about her marriage, pregnancy, etc.
- Insulting, using derogatory names or slurs because of one's work, position in the hierarchy, body type, sex or gender identity.
- Exposing personal or intimate details, without consent, or spreading gossip to humiliate and degrade a person's image and well-being.

¹ Entire IIT Delhi campus including places visited for official work and transport given by the institute for official work purposes.

² Women in the Institute include women faculty members, women staff, women students, women vendors, women workers and labourers, women residents and women visitors.

TO PREVENT AND RESPOND TO ANY FORM OF GENDER DISCRIMINATION AND SEXUAL HARASSMENT, THE FOLLOWING PRACTICES ARE RECOMMENDED:

Staff members should

a) respond to any situation/behavior, involving themselves or others, which could potentially become gender-based discrimination or sexual harassment at the workplace.

1. Strive to stop the situation/behaviour from escalating. Seek advice from IGES/more knowledgeable people as to how to respond to it.
2. NOT accept the situation/be a passive bystander. Remember to reach out 'in support.'
3. Actively prevent and counter the common tendencies of blaming and shaming the victim. An example is when blame is laid on a woman instead of the harasser because of her dressing style or manner of interaction.
4. NOT intervene proactively on behalf of a colleague accused of sexual harassment to harass or threaten the complainant or her supporters. This is punishable as per the Institute's policy and the law against Sexual Harassment.
5. NOT support an untrue complaint (untrue complaints are different from complaints that are not proven in an inquiry), with malicious intent, against another member of the community.

b) support a person, especially a woman, who wishes to report/share about gender-based discrimination or sexual harassment

In such cases, please consider the following guidelines:

1. Allow them to share as much they wish, without interruption.
2. Believe them and stay supportive.
3. Do not blame the victim.
4. Ask the person what would help them feel safe before making suggestions.
5. Reassure them that they have the right to report the incident to appropriate authorities.
6. Connect them to the relevant units and authorities such as reporting officer, senior member of Institute administration, IGES or ICC members.

Group 'A' Officers and staff in supervisory roles should

1. NOT practice or support any form of gender discrimination towards women, transgender or other genders.
2. address/call-out/take a stand to stop any visible violence, harassment, body shaming (commenting on the appearance of a person by saying that they are fat or short or not nice looking etc.), discrimination based on gender expressions and sexual orientation.
3. accommodate the varying needs of team members in meetings and events.
4. ensure that during formal or informal conversations, with an individual or a group, no one posts/forwards any comment/joke/picture/ information that is demeaning to any gender or which perpetuates sexual harassment at workplace.
5. NOT evaluate someone's work by their sex or gender expression, but by Institute criteria reflective of their performance.
6. ensure that every woman in the institute feels safe, respected and has access to all the facilities without any fear or threat.

INSTITUTE'S RESPONSIBILITY TOWARDS ITS MEMBERS

- The Institute policy titled "IIT Delhi Rules and Procedure for Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace, 2014" assists to address complaints of sexual harassment of women. In case of any violation of the policy, the competent authority can impose penalties ranging from censure, loss of privileges, to dismissal from service, as per **rules**.
- **Immediate Reporting Officer** is mandated to support any employee in distress. For workers and staff members on *third party* contracts, for example those in Security Unit, BHM staff, housekeeping staff, etc., this role is played by their Supervisor or Reporting Officer or In-charge at IIT Delhi; they are expected to provide guidance and support with their respective vendor policies and mechanisms.
- **Competent Authority:** The Department Heads, Deans or Associate Deans, Registrar, Deputy Directors or the Director are there to provide assistance if, for any reason, approaching the reporting officer is difficult.
- **Internal Complaints Committee (ICC)** is a statutory body, available for any assistance and/or investigation into complaints of Sexual Harassment of women at workplace concerns. The Chairperson may be contacted at iccchair@iitd.ac.in
- **IGES (Initiative on Gender Equity and Sensitisation)** is the institute's gender unit. For assistance and support on gender related issues or any clarifications on these guidelines, please write to igesiid@gmail.com.

Let the world know that as an Institute of Eminence and a world-class educational institution, IIT Delhi is at the forefront of pursuing the goal of gender equality through the lens of equity.

UNDERTAKING BY STAFF MEMBER AGAINST SEXUAL HARASSMENT AT THE WORKPLACE

I, _____ (Full name) have read and understood the Guidelines for Staff Members of IIT Delhi related to prevention of Gender Discrimination and Sexual Harassment at Workplace (2019) and IIT Delhi Rules & Procedure for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace, 2014 Policy, as available at: : <https://home.iitd.ac.in/compliance.php> . I shall abide by the guidelines in word and spirit. I understand that I could face disciplinary action if found going against the guidelines, after due process, as mentioned in the Guidelines for Staff Members and IIT Delhi SHW Policy.

I hereby also declare that I have not been terminated, suspended or asked to leave from any institution in the country or abroad on account of being found guilty of or abetting sexual harassment and further affirm that, in case the declaration is found to be untrue, I am aware that it might have implications for my employment at the Institute.

Signature of the Staff Member

Date:

Name:

Employee Code: