



ST PHILOMENA COLLEGE

Affiliated to Mangalore University Re-Accredited by NAAC at 'A' Grade

MAI DE DEUS EDUCATIONAL INSTITUTIONS

Managed by the Catholic Board of Education, Mangalore

Philonagar, Darbe, Puttur - 574202, D.K., Karnataka | 08251 230340

🌐 www.spcputtur.ac.in | 📧 info@spcputtur.ac.in | 📞 Office : 08251-230340 | 📞 Principal : 08251-236460 | 📞 9901380340

ZERO TOLERANCE POLICY



1. Introduction:

An institution committed to the inclusion of women's talents, skills, experience, and energies across all sectors and levels of academic activity. As we strongly believe that we have a duty of care towards our women employees and students in the wake of increasing incidents of violence and atrocities against women, the institution felt the need to formulate a policy on women's safety to be adhered to equally by the Institution and by the women employees. As always, we are committed to giving every woman employee a just and fair hearing on issues raised with respect to their safety.

St Philomena is concerned about the safety and well-being of its employees and students and is committed to providing an environment that is free from harassment, discrimination, and retaliation on the basis of these protected characteristics, and any other characteristic protected by federal, state, or local law, ordinance or regulation. To this end, the University strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination, or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

This comprehensive policy intends to ensure that the safety and security of female staff are at the top of the agenda for government at all levels. Staffs are our most important resource and ensure that they are safe and secure in workplaces within the college and on college premises. A safe college zone builds a culture of safety with awareness and vigilance along with sensitivity to issues involved. Every employer needs to make sure of the safety of women in the workplace.

2. Purpose of this Policy

It's sad that many organizations and people, in general, are still not aware of women's safety in the workplace. It's very clear from the statistics and cases of sexual harassment in the workplace. Creating awareness among the employees about women's safety and their health is vital. You can use all possible techniques and ideas to spread awareness. Workshops, open group discussions, or activities can help create awareness of women's safety in the workplace.

- Ownership and responsibility for staff and student safety.
- Introducing preventative measures to minimize the risk to staff.
- Ensuring that all staff is appropriately trained.
- Reporting and monitoring all incidents.

- Communicating to staff to ensure awareness of policy and procedures.
- Staff support including appropriate support in taking action.
- Staff Awareness of our Zero Policy tolerance

3. Scope

This Policy applies to all Employees including permanent and contract employees. Harassment includes the following categories of behavior, whether the behavior occurs once or many times:

- Discriminatory behavior
- Personal harassment
- Sexual harassment
- Bullying
- Abuse of authority
- Poisoned work environment

4. Guidelines

This focuses on the safety of female employees, whilst they are on the job/ inside office premises. The Institution shall ensure adherence to the below-mentioned guidelines:

- The Institution will create a positive atmosphere at the workplace where a woman is encouraged to come to work, secure in the knowledge that she will be treated with dignity, and respect and will be protected from harassment.
- Clearly displayed emergency contact numbers and security persons available round the clock to be contacted in an emergency.
- Well-lit work areas, staircases and parking lots till the last woman employee and the student leaves the premises of the college
- Strict surveillance of visitors
- Ensure to provide training and refresher training on the institution's policy on sexual harassment, gender discrimination or gender biased approach, and the complaint process.
- As the Institution believes in maintaining the highest safety standard for its women employees and students, in keeping with that efforts, we encourage employees to plan their day better and avoid staying back at college beyond 6:00 pm
- The College encourages every Employee who has been sexually harassed to use the Sexual Harassment Redress System, which has been laid down within this gender-neutral policy.

- The College may also take disciplinary action for certain violations reported off campus to the extent these violations have an impact on the campus. This includes, but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, sex crimes and trafficking of humans, hate crimes, and disturbing or threatening actions including calling in a bomb threat, serious felony crimes, and other illegal conduct.
- As part of our campus "zero tolerance policy", College will take appropriate disciplinary action for every weapon violation, bullying incident, threat or perceived threat, the incident of hazing, stalking, harassment or discrimination, sexual misconduct, and/or other violent act that is reasonably substantiated through investigation; by an individual or multiple complaint(s).

5. Conclusions

We have zero tolerance for women's safety insecurities and we value each individual working at our institution and wish to protect their dignity. In doing so, we are determined to promote a working environment in which persons of both genders work and complement each other as equals in an environment that encourages maximum productivity. In implementing this policy, the Management will ensure that any personal data relating to the application of this policy will be obtained, processed, and destroyed in line with Data Protection requirements.

Effective From 01-07-2016



PRINCIPAL
ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202