



TEST REPORT FOR PREVENTION OF  
**SEXUAL**  
HARASSMENT  
AT WORKPLACE



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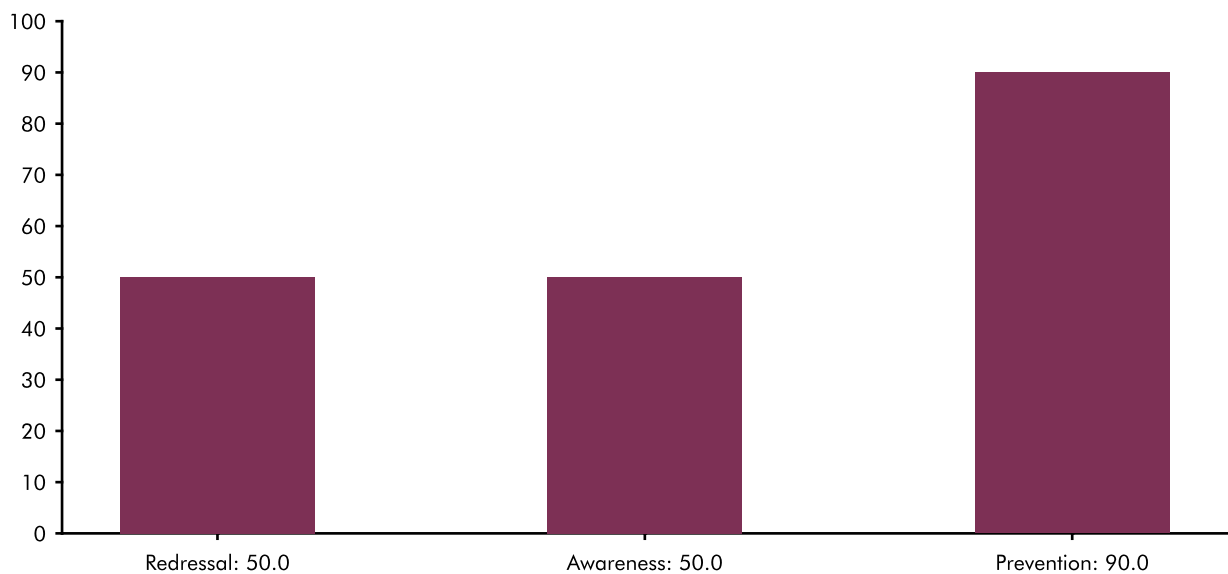
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## ABOUT THE REPORT

This report assesses the knowledge of the individual on sexual harassment at workplace with respect to three categories:

- **Redressal:** Knowledge about what to do when harassment occurs; how to report an incidence and how the law handles the complaint.
- **Prevention:** To be able to discriminate between various forms of sexual harassment so that further incidences can be prevented; identifying questionable behavior that could lead to harassment.
- **Awareness:** Basic understanding of the concept and identification of behavior constituting sexual harassment.



## CANDIDATE FEEDBACK

**Redressal:-** The individual is moderately aware of the ways/procedures to report an incident but may not have exhaustive knowledge of the provisions of the law on sexual harassment. Such a person needs some training to increase his/her familiarity with the redressal aspect of sexual harassment.

**Prevention:-** The individual is aware of the various forms of inappropriate behaviour at the workplace and knows how to distinguish between them. Such a person could help prevent such incidents by disseminating information to co-workers as he/she has sufficient knowledge of the prevention aspect of sexual harassment.

**Awareness:-** The individual has moderate awareness of sexual harassment at work. He/she has an understanding of the concept but may not always be able to identify behaviour constituting sexual harassment. In order to increase this person's awareness, he/she may require additional training.

# KNOW ABOUT SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment.

Both men and women can be the victims but the incidences of women being sexually harassed is astounding. Over 38% women claimed to have faced sexual harassment at workplace, while 50.7 percent said that they had been targets of harassment online according to a survey conducted in over ten cities by Indian National Bar Association, 2018. The right of all women working or visiting any workplace whether in the capacity of regular, temporary, ad hoc, or daily wages basis is protected **under the Sexual Harassment (Prevention, Prohibition and Redressal) Act, 2013.**

It is the employer's responsibility to maintain a workplace that is free from sexual harassment. Non-compliance with the provisions may result in penalties being imposed on the organisations which may include fines and cancellation of the business licenses. Therefore, it is in the employer's best interest to prevent sexual harassment in the workplace and if sexual harassment occurs, to take remedial action as quickly as possible.

## **Inappropriate behaviour amounting to sexual harassment:**

- \* Touching any body part or clothing, pinching, deliberately brushing against another person.
- \* Elevator eyes (staring up and down at a person), leering.
- \* Invading another person's personal space.
- \* Sending unwelcoming sexual emails, SMS, whatsapp, instant messages etc.
- \* Showing sexually explicit content in the form of images, videos, posters.
- \* Requests for sexual favours, repeatedly asking out on dates.
- \* Spreading rumours or asking unwanted questions about someone's sex life at work.
- \* Actual or attempted rape or sexual assault.

## **Inappropriate behaviour amounting to non-sexual harassment:**

- \* Passing negative remarks about someone's race, religion, colour, disability, age or gender.
- \* Any type of comment, behaviour or action that is threatening, insulting, intimidating, or discriminatory and upsets the workplace environment.

A case can be filed with the internal complaints committee or local complaints committee (for employer having less than 10 workers or when the complaint is against the employer himself) within 3 months from the date of occurrence of the incident. The committee has 50% representation of women and the information is kept confidential. The victim may even ask for leave during the period of inquiry.

Do not be afraid to report a case of sexual harassment especially if the behavior persists despite objection by the person to whom the conduct is directed. It is advisable to reach out to your HR department for more awareness and preventive measures that you can take in such cases.