

## Different scenarios of Sexual Harassment @ workplace

### Duties of Employer

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<b>Scenario of Sexual Harassment</b>	<b>Duty of the Employer</b>
<p><b>A Sexual Harassment was reported by an employee (aggrieved woman employee) – complaint on a male employee</b></p>	<ul style="list-style-type: none"> <li>• Receipt of complaint</li> <li>• Conciliation, if agreed by the Aggrieved woman</li> <li>• Enquiry</li> <li>• Reporting to Management</li> </ul>
<p><b>Sexual harassment (on a woman employee/contractual woman employee) occurs as a result of an act or omission by any third party or outsider</b></p> <p><b>Includes,</b></p> <ul style="list-style-type: none"> <li>• Job applicant and accompanying persons</li> <li>• Vendor</li> <li>• Visitors</li> <li>• Clients</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the affected employee and take all necessary steps to get justice for the employee, which includes help her to complain to the police</li> <li>• Preventive actions for non-repeat of such incidents in the workplace</li> </ul>
<p><b>A Sexual Harassment was reported by a Contractual woman employee engaged in the premises on a male employee of the organization</b></p>	<ul style="list-style-type: none"> <li>• Receipt of complaint</li> <li>• Conciliation, if agreed by the Aggrieved woman</li> <li>• Enquiry</li> <li>• Reporting to Management</li> </ul>

	<p><b>(If the complaint is malicious action to be taken on such contractual woman employee through contractor)</b></p>
<p><b>A Sexual Harassment complaint on a CONTRACTUAL MALE EMPLOYEE (engaged through third part vendors)</b></p>	<p><b>The Principal Employer needs to request the Immediate Employer (Contractor / Vendor) to conduct enquiry and take appropriate action. Principal Employer needs to get to know of the action taken by such Immediate Employer.</b></p> <p><b>Until such time of the enquiry, the Contractual Male Employee may not be engaged in the work premises of the Principal Employer and he may not be allotted to any work related to the Principal Employer to execute from the Immediate Employer office premises.</b></p>

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