

## Who has to recognize, what, for a Safe workplace?

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Safety for women at the workplace is the solitary objective of the Government, the Judiciary and the Employer.

As constantly stated, it is women at workplace and not only women employees.

Such safety of women can be guaranteed at the first place, which is in the workplace and in the extended workplace, if every individual involved recognizes what they are expected to do.

### **Primarily the Employer:**

- Keep the employees cognizant of what is expected from everyone – design a workplace policy, which should have do's and don'ts at workplace
- Clearly stating what is
  - (a) Discrimination
  - (b) Harassment
  - (c) Victimization and
  - (d) Sexual Harassment
- Such workplace policy provisions should have punishment for exceptions from what is required at workplace – for voluntary or involuntary action, which has an impact on the woman
- Non-monotonous, familiarity programs which states what is sexual harassment to all employees
- Involve every person engaged in the workplace in such programs – viz.,
  - Management,
  - On-roll employees,
  - Persons on Contract and
  - Persons engaged through third part vendor contractors
- Specific and comprehensive policy in educating those who visit the workplace –
  - Clients/Customers,
  - Normal Visitors,
  - Job applicants and
  - Friends & Relative of the employees
- Ensure duty of Team Leaders / Managers that their team does perform towards achieving organizational goal, besides ensuring right atmosphere for every employee to feel and give their best.
- Instil a culture in the organization that every individual engaged or involved, is accountable, in creating/contributing to a non-mischievous and non-provocative workplace environment.

- Amend policies to safeguard women at workplace, in the changing environments
- Continuously develop the Internal Committee with
  - the trends of individual performance,
  - amendments to the legislations,
  - interpretation of provisions of the legislation in the Hon'ble courts, and
  - nuances for conducting the Inquiry
- Enrich the Internal Committee, that they are vested with the duty to resolve upon the complaint, to prosecute the accused and to grant specific reliefs to the complainant woman

### **The Employees**

- Workmen should recognize that the workplace is to perform their jobs, learn and achieve the organizational goal, and not otherwise
- Duly follow the establishment's organizational policy
- Treat women employees as a co-worker
- Be cautious that, creating an hostile environment and an attitude of quid-pro-quo for sexual harassment is a punishable misconduct
- Women employees should
  - distinguish between normal action or otherwise
  - to say, stop, when they feel the action of the men at work, is atypical
  - maintain normal and professional relationship with their colleagues always
  - having casual relationship, sometimes and premeditated feelings during specific times, will vitiate the workplace atmosphere

### **Internal Committee**

- First and foremost is to Maintain Secrecy
- Create confidence amongst the Complainant women and the respondent.
- Treat the accused as respondent till you find sufficient material proof and conclude that he is found guilty
- Practice Principle of Natural Justice
- Develop Expertise in identifying malicious complaints
- Based on the Complaints, Analyse and recommend the corrective actions to be taken by the employer to contain the sexual harassment at workplace and conduct of smooth office

Local, State and Union Governments are constantly doing their best in regulating the Employers for right atmosphere for women at workplace.

Ensuring Safe workplace for women is, hence a collective responsibility.

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