

DAVANGERE



University

Shivagangotri, Davangere-577007 Karnataka.

**FUNCTIONS OF THE INTERNAL COMPLAINTS
COMMITTEE (ICC)**

Local Complaints Committee (LCC)

For the University senior Women Professor.

When the complaint is to be filed against the employer, then the Local Complaints Committee Should be approached.

Duties and Responsibilities of the ICC

Duties of the ICC

Redressal of complaints filed	<ul style="list-style-type: none">• Within the scope of the laws• With fairness and without bias• Within the time period of 60 days
Awareness workshops/activities	<ul style="list-style-type: none">• To educate all employees of the institute about.• Sexual harassment at workplace, its effects and laws against it• Filing a complaint with the ICC
Annual report	<ul style="list-style-type: none">• Summary of the actions of ICC through Director, woman studies, Davangere University and the employer for complaints filed.• To be submitted by the employer to Women's commission• To be uploaded the university website

The employer can be penalized for neglecting/obstructing monitoring processes by Convener/Director Women's Commission to ensure best practices.

Redressal: Key responsibilities

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are mentioned highlighted herewith.

1. Be thoroughly prepared with the case background.
2. Know the Act, Policy and/or relevant Service Rules properly.
3. Gather and record all relevant information, documents pertaining the case.
4. Determine the main issues in the case history.

Redressal: Dos

1. In the beginning create proper meeting ambience.
2. Use body language that communicates complete attention to the complaint parties.
3. Treat the complainant with respect the parties.
4. Never have prejudice of pre-determined ideas.

Redressal: DONTs

1. Get aggressive Report.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt/Arguing
4. Discussing the complaint in the presence of the complainant or the respondent.

Redressal: Non-negotiables during enquiry process of the complaint.

1. Assure confidentiality and confidence.
2. Assure non retaliation.
3. Recommend interim measures as needed (mainly for the

complainant) to conduct a fair inquiry.

Redressal: Confidentiality

The Act prohibits the disclosure of:

1. Contents of the complaint.
2. Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC.
3. Action taken by the employer/DO.

Rights of the Complainant

1. A fearless environment created by the Internal Complaints Committee.
2. A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent.
3. Keeping her identity confidential throughout the process.
4. In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent.
5. Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee.

Rights of the Respondent

1. A non-biased hearing.
2. A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant.
3. Keeping his identity confidential throughout the process.
4. Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee.