



Masterclass for Internal Complaints Committee (ICC) Members

Orientation-cum-Capacity & Skill Building Workshop for ICC Members

***In accordance with Sexual Harassment of Woman at Workplace (Prevention,
Prohibition & Redressal) Act 2013 & Principle of Natural Justice***

11.03.2016 | Bangalore

16.03.2016 | Hyderabad

18.03.2016 | Pune

Why this Workshop

Holding a proper Internal Investigation / Enquiry into a Sexual Harassment Complaint **is now** a Legal Requirement as per **“Sexual Harassment at Workplace (Prevention, Prohibition & Redressal) Act 2013.**

The duties of the Internal Complaints Committee include, inter alia the following:

- ➔ Admit Complaints and / or Reports of Sexual Harassment at Workplace from the Aggrieved Woman-Complainant;
- ➔ Assist the Aggrieved Woman-Complainant in framing the allegation/Charges and submitting the same to ICC;
- ➔ Hold " Conciliation Proceedings" at the behest of the Aggrieved Woman;
- ➔ Conduct Full-fledged Inquiry Proceedings in accordance with the Principles of Natural Justice and the Inquiry Procedures laid down / codified by the Establishment concerned (read Service Rules and or the Certified Standing Orders) etc;
- ➔ Enforce Production of Documents, Records etc. and Presence / appearance of Persons to depose during the Inquiry into Sexual Harassment Complaints as Witness since ICC assumes the Powers of Civil Courts under this Act.;
- ➔ Write Inquiry Report at the conclusion of the Inquiry Proceedings and Submit it with their Findings to the Employer for necessary further Disciplinary Action;
- ➔ Make Recommendations to the Employer for his / her considerations;
- ➔ Prepare Records for “Filing Statutory Return “on annual basis for year 2013 onwards etc.

Many ICC Employee - Members are not yet fully trained for discharging their above mentioned duties properly and faithfully; therefore, any lapse or error of judgement or perverse finding would result in Litigation, Appeals in Higher Courts, Judicial Strictures for Wrongdoing.

Non-Compliance with Statutory Requirement of organizing Training Programs for ICC Members is Punishable with Fine & Cancellation of License.

This Workshop is especially designed for orienting ICC Members to discharge their duties properly.

During this workshop Participants will learn, step-by-step, the Basics of the Enquiry Procedures and the Punishment Procedure

What Will Be Covered

- ➔ **Key Contents of Policy on Sexual Harassment** (Prevention, Prohibition & Redressal) - Key Contents, Significance, Relevance, Usefulness- Is it Notified for all concerned- Have you understood it for adherence
- ➔ **Members of Internal Complaints Committee & its Functioning** – Reported or Unreported Incidence of Sexual Harassment
- ➔ **What constitutes Sexual Harassment at Workplace** - Meaning as per 2013 Act & and in conjunction with Supreme Court's 1997 Vishaka Guidelines - **i)** Nature of Harassment, **ii)** Scope of Harassment, **iii)** Purpose of Harassment, **iv)** Types of Harassment, **v)** Effects of Harassment, **vi)** Cost of Harassment, **vii)** Prevention of Harassment, **viii)** Punishment for Harassment.
- ➔ **Written & Reported Complaints** – What Action to be taken in Unreported or Verbal Complaints or Information reaching through Rumours, Grapevine etc.,
- ➔ **Preliminary Enquiry** – to ascertain *Prima facie* Facts of the Case/Complaints,
- ➔ **Incident Reports** - Who & How it is submitted,
- ➔ Framing of Charge/s against the Perpetrator- What 4 Facts found to be incorporated,
- ➔ **Issuing Explanation Letters** / Charge –Sheets containing the Charge / Allegation,
- ➔ Seeking Written Explanation & Further Action Steps to be taken by the Authorized Person,
- ➔ Careful Consideration of Explanation submitted,
- ➔ Written Office Order Ordering Enquiry and informing persons concerned,
- ➔ **Enquiry Procedures** –Fair, Proper & Just –Zero Arbitrariness or Bias,
- ➔ Recording of Statements of in presence of persons concerned,
- ➔ **Ex-parte Enquiry**- What in case of Abstaining from or Boycotting Enquiry Proceedings,
- ➔ Writing Enquiry Report, and
- ➔ Taking Disciplinary Action- Steps to be followed,
- ➔ **Liability of Employee** - Punishment for False Complaints and or False Evidence,
- ➔ **Perverse Findings**, What is a Fair, Proper & Just Enquiry, When an Enquiry can be declared *ultra vires* / null and void
- ➔ **Codification of Rules** arising out of the Policy & Procedures and their wide publication across the Organization for adherence by one and all on the premises
- ➔ Determination of Compensation & Conciliation Proceedings

Workshop Methodology

- ✓ Interactive Discussions based on Case Studies
- ✓ Assessments & Quizzes
- ✓ Jot-Downs
- ✓ Role Plays

Key Takeaways

This Workshop will help your ICC Members in the following ways:

- ✓ Become fully aware of the Act, Accept the Law and Act as per Law
- ✓ Start Doing Right Things Right First Time Every Time.
- ✓ Learn to inculcate Respect for Self (Morale) & Respect for Others (Spirit of Collaboration);
- ✓ Learn to effectively deal with Reported or Unreported incidents of Harassment particularly sexual harassment
- ✓ Create & sustain a Fear-free Workplace where employees work with Dignity and Honour;

Workshop Facilitator

Harsh Kumar Sharan, our Special Educator is XLRI trained and a **Specialist in Prevention, Prohibition and Redressal of Sexual Harassment of Woman at Workplace** according to the SHWW Act of 2013 and practices as a Professional Management Consultant and Advisor to leading Multinational and Progressive Indian Companies / Corporates across India.

Being the Subject Matter Expert that he is, **he has been appointed as an External ICC Member of several organizations** and has **conducted Orientation Programs** for ICC Members and Awareness Programs for Employees of various organizations from Media, Manufacturing, Pharmaceuticals, IT /ITES companies and Government Organizations on SHWW Act.

An **Expert in Discipline-at-Workplace**, Harsh has **conducted more than 2000 enquiries** as an Enquiry Officer in accordance with the Principles of Natural Justice and the Procedures laid down by the Honorable Supreme Court of India, **without a single case going to the Courts.**

As a Special Educator & Domain Expert, he has helped the following companies comply with the provisions of the Act.

- ➔ Administrative Staff College of India (ASCI), Hyderabad
- ➔ Asian Tobacco Company (*Subsidiary of ITC India*)
- ➔ Ciena India Limited
- ➔ Center for Study of Science, Technology & Policy
- ➔ Dataweave Software Limited
- ➔ Elken International India Limited
- ➔ Fountainhead Entertainment Limited
- ➔ Honda Motorcycles & Scooters India Limited
- ➔ Indian Rayon, Veraval (*unit of Aditya Birla Nuvo*)
- ➔ Mfar Holdings Limited
- ➔ Mfar Developers Limited
- ➔ Netgear Research India Limited
- ➔ Onsite Electro Services Private Limited
- ➔ Riverbed Technology India Limited
- ➔ Ryan India Tax Services Limited
- ➔ Regulus Infrastructure Management Consultancy Limited
- ➔ Speedon Networks Limited (*Subsidiary of Sterlite Technologies*)
- ➔ Tata Business Support Services Limited
- ➔ Van Oord India Private Limited
- ➔ Vizury Interactive Solutions Limited
- ➔ Wonderla Holidays India Limited
- ➔ And many more....

Learning Fee

Rs.6000/- Per Participant plus the applicable Service Tax

The Fee includes:

- ✓ Knowledge Input
- ✓ Participant Toolkit (Soft Copy Format)
- ✓ Refreshments & Executive Lunch
- ✓ Completion Certificate duly attested by the Special Educator, for your company records

Note:

Kritarth Consulting Private Limited reserves the right to reschedule / defer the workshop in case it does not receive a sufficient number of confirmed nominations (minimum 7 confirmed nominations) to hold the program.

It also reserves the right to change the venue of the program.

In case, the payment is received and program is rescheduled / deferred, the entire amount will be refunded without any deductions.

Please send in your nominations to info@kritarth.in or call us on +91-9880299349 to reserve your spot Now!!!