



**MOUNT CARMEL SCHOOL
SECTOR 47-B, CHANDIGARH**

**INTERNAL COMPLAINT COMMITTEE OF SEXUAL HARASSMENT OF WOMEN AT WORK
PLACE (Prevention, Prohibition, and Redressal) UNDER POSH ACT- (SESSION 2024-25)**

Designation	Name	Email id	Mobile Number
Chairperson	Principal Dr. Parveena John Singh	principal.mountcarmelchd@gmail.com	9911935510
Members	Mr. Joy Thomas	mcschd47.officer@gmail.com	8837530904
	Mrs. Mamta Handa	wingincharge.seniormcs@gmail.com	9872442325
	Mrs. Sarita Pahuja	hod.hindipunjabimcs@gmail.com	9815808444
	Mrs. Manisha Rajpal	hod.infotechmcs@gmail.com	9855488433
	Mrs. Jhimly Dhar	wingincharge.primarymcs@gmail.com	9417594124 9877056326
	Mrs. Bhavna Jaithly	incharge.foundationalwingmcs@gmail.com	9216622222
	Mrs. Parveen Sinha	mcsulturalco@gmail.com	9217264409 8837750199
	Ms. Bhawna Dhamija	mcsschoolcounsellor@gmail.com	8283924477
	Mrs. Shweta Thakur	mcslegalist@gmail.com	9914620028
	Ms. Shammi Dhillon	hod.physicaleducationmcs@gmail.com	9041491582
	Mrs. Amudha Dalal	hod.sciencemcs@gmail.com	9915321257
	Ms. Ashmeet Kaur	mcsspecialeducator@gmail.com	9888381768

**PROCEDURES AND POLICIES OF INTERNAL COMPLAINT COMMITTEE OF SEXUAL
HARASSMENT OF WOMEN AT WORK PLACE (Prevention, Prohibition, and Redressal) UNDER
POSH ACT:**

Purpose	Our School is committed to providing a safe and respectful work environment for all employees. This policy aims to prevent and address sexual harassment, ensuring a workplace free from discrimination, intimidation, and exploitation.
Scope	This policy applies to all Employee- Regular & Contractual, Interns and Visitors.
Definition	Sexual harassment includes unwelcome conduct of a sexual nature, such as: - Verbal comments or gestures - Physical touching or assault - Display of sexually suggestive materials - Requests for sexual favors - Other unwelcome conduct that creates a hostile work environment

Prohibition	The School prohibits any form of sexual harassment, including but not limited to: <ul style="list-style-type: none"> - Quid pro quo harassment (e.g., conditioning employment benefits on sexual favors) - Hostile work environment (e.g., unwelcome conduct that creates an intimidating or offensive work environment)
Reporting and Complaint Procedure	<ul style="list-style-type: none"> - Employee / Visitor, who experience or witness sexual harassment should report it to any Member of the Committee via email or written submission. - Complaints will be promptly investigated by the Committee under the Chairmanship of the Principal, and appropriate action will be taken. - Retaliation against complainants or witnesses is strictly prohibited.
Disciplinary Action	Violations of this policy may result in disciplinary action, up to and including termination.
Training and Awareness	The School provides regular training and awareness programs to educate employees on this policy and the prevention of sexual harassment.
Review and Update	The policy will be reviewed and updated, as needed.
Accountability	All employees are responsible for adhering to this policy. The Administrative Officer, Academic Co-ordinator and Wing Co-ordinators are accountable for ensuring a safe and respectful work environment.


 Dr. Parveena John Singh
 Principal