

# Handbook

on  
Sexual Harassment of Women at Workplace  
(Prevention, Prohibition and Redressal)  
Act 2013

**Prepared :**  
**Goa State Commission For Women**  
**Directorate of Women & Child Department Government of Goa**



# **SEXUAL HARASSMENT IS FORM OF GENDER DISCRIMINATION**

- Sexual advances
- Request for Sexual Favours
- Verbal or Physical Conduct of Sexual Nature



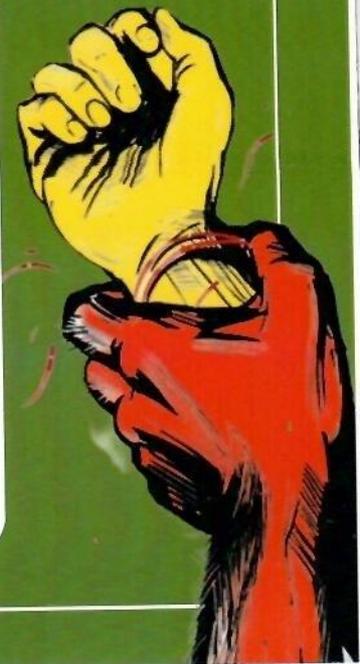
# INSTANCES OF SEXUAL HARASSMENT



Cracking Jokes which cause Awkwardness or Embarrassment



Singing embarrassing film songs





Eve Teasing & making Obscene gesture  
and using indecent Language

Tonight, our little project  
team will do great work,  
wont it?



Making sexual advances or demanding  
sexual favours

# INNUENDOS AND TAUNTS

Making babies is all you women are good for



Using gender based insults

You are just a woman, we need a man for this Assignment



Discriminating on the basis of gender

## GENDER BASED INSULTS OR SEXIST REMARKS

I like to see female  
body in its natural form



Displaying pornographic  
material at workplace

Arrey, you are like  
my Daughter



Hugging or Touching on some pretext

then i'll stop your promotion...

stop it or i'll complain

Threatening adverse  
consequences on  
raising objections or  
resting advances



## FOLLOWING CIRCUMSTANCES MAY AMOUNT TO SEXUAL HARASSMENT

- Promise of preferential treatment in her employment.
- Threat of detrimental treatment in her employment.
- Threat about her present or future employment status.
- Interference with her work or creating intimidating or offensive or hostile work environment for her.
- Humiliating treatment likely to affect her health or safety.

## EMPLOYERS' DUTIES

- Constitution of Internal Committees (IC) in organizations having at least 10 employees.
- Do not end with merely constitution of Internal Committees.
- Display of IC on conspicuous places.
- Educate employees on what sexual harassment is and what to do.
- Learn the best ways to interview witnesses.
- Keep information confidential.
- Treat survivors with respect.



# CONSTITUTION OF INTERNAL COMMITTEE

No. Member

Eligibility

1. Chairperson Women working at senior level as an employee; if not available, then nominated from other office/units/department/workplace or the same employer.

2. 2 Members (minimum) From amongst employees committed to the cause of women / having legal knowledge / experience in social work.

3. Member From amongst NGO/Associations committed to the cause of women or a person familiar with the issue of Sexual Harassment.

**STAY CALM**

**EXPLAIN WHAT IS OFFENSIVE**

**CONFRONT THE HARASSER**

**PUT IT IN WRITING**

**EMAIL THE COMPLAINT**

**REPORT TO SENIOR**

**DON'T DELAY**

**WHAT TO DO  
IF YOU  
ENCOUNTER SEXUAL  
HARASSMENT ?**



# WHO CAN COMPLAIN AND WHERE?

## COMPLAINTS COMMITTEE

In case of physical incapacity:

- Complainant's Relative
- Complainant's Friend
- Co-Worker
- Officer of NCW or SCW
- Any person who has knowledge of the incident with the written consent of the complainant.

In case of mental incapacity:

- Complainant's Relative
- Complainant's Friend
- Special Educator
- Qualified psychiatrist/psychologist
- Guardian/Authority under whose care the complainant is receiving treatment/care
- Any person with knowledge of the incident, jointly with any person mentioned above.

In case of Complainant's death:

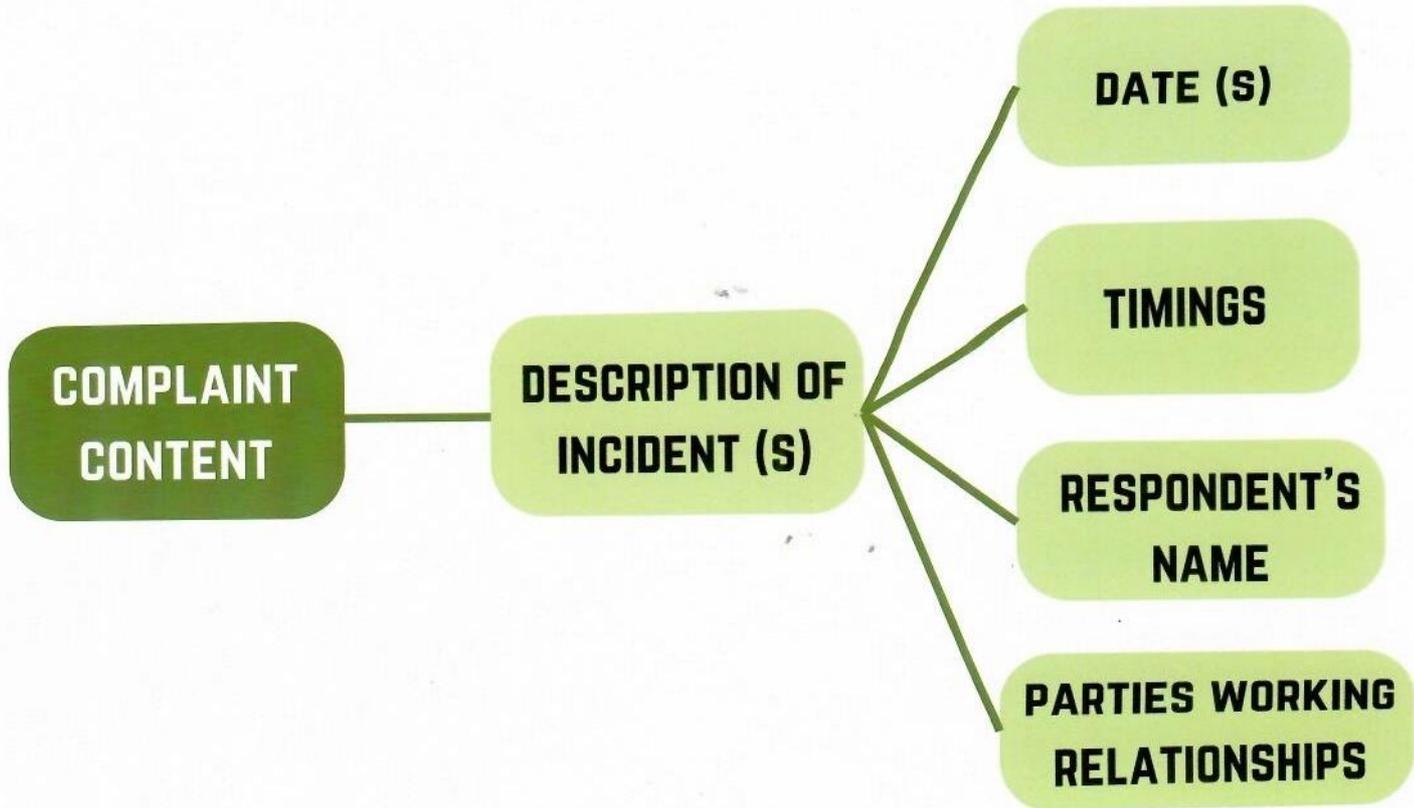
- Any person with knowledge of the incident with the written consent of her legal heir.

In case Complainant is unable to file the complaint for any other reason:

- Any person with knowledge of the incident with the written consent of her legal heir.

## THE COMPLAINANT

# WHAT SHOULD THE COMPLAINT CONTAIN ?



# THE SEXUAL HARASSMENT COMPLAINT PROCESS



## TIMELINES

**SUBMISSION OF COMPLAINT** → **WITHIN 3 MONTHS OF THE LAST INCIDENT**

**NOTICE TO THE RESPONDENT** → **WITHIN 7 DAYS OF RECEIVING A COPY OF THE COMPLAINT**

**COMPLETION OF INQUIRY** → **WITHIN 90 DAYS**

**SUBMISSION OF REPORT** → **WITHIN 10 DAYS OF COMPLETION OF THE INQUIRY**

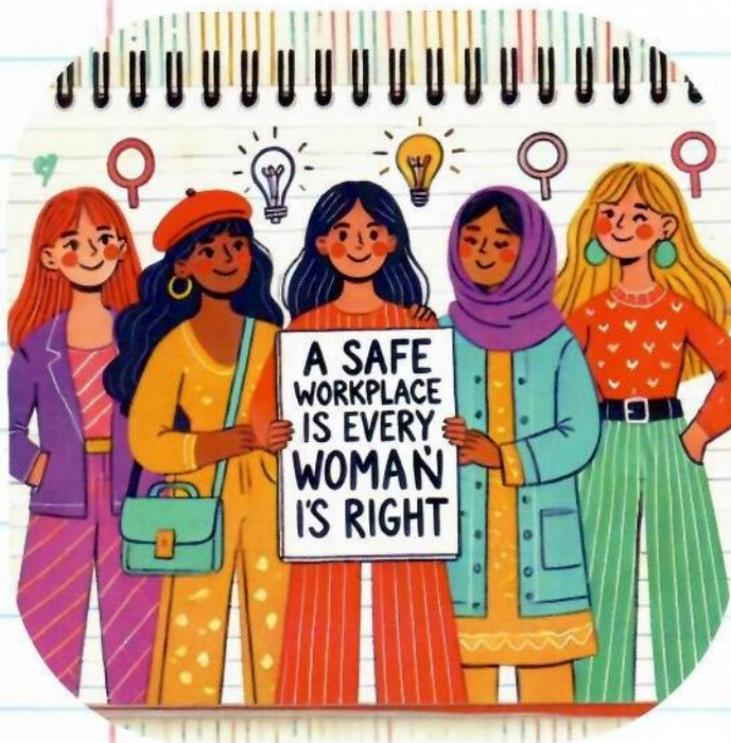
**APPEAL** → **WITHIN 90 DAYS OF THE RECOMMENDATIONS**

## CONSEQUENCES FOR NOT COMPLYING WITH THE ACT

- PENALTY OF RS. 50,000/-
- UP TO 5 YEARS IMPRISONMENT
- FINE

## FALSE COMPLAINT CONSEQUENCES

UNDER IPC 177, UP TO 6 MONTHS OF  
IMPRISONMENT OR FINE OR BOTH



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