

Annexure B

INTERNAL COMPLAINTS COMMITTEE (ICC) SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

Are you Being Sexually Harassed ?

If you are an employee of Shahdara District, Karkardooma Court, who is facing sexual harassment at Work Place/Department or if you know of any such person who is being sexually harassed at work place and want to help the victim, read on:

**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013** came
into effect on 9th December, 2013.

What constitutes sexual harassment?

It includes unwelcome sexual behavior (of direct or implied nature), such as:-

- Physical contact and advances;
- Requests for sexual favors;
- Sexually colored remarks;
- Showing pornography; and
- Unwelcome physical, verbal, or non-verbal sexual conduct.
- The following circumstances, in connection with any act or behaviour of sexual harassment may also amount to sexual harassment:-
 - (i) implied or explicit promise of preferential treatment or threat of detrimental treatment in her employment; or
 - (ii) implied or explicit threat about her present or future employment status; or
 - (iii) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (iv) humiliating treatment likely to affect her health or safety.

Punishment for Sexual Harassment

- Sexual harassment of women at workplace is misconduct under service rules besides being punishable under IPC.

How to prepare a complaint?

- Write exactly what happened with details, dates, name of witness & documents, if any.
- Be specific about incident(s).
- Be honest, as false complaints can invite penalties
- File a complaint of sexual harassment within three months of the incident(s) or from the date of last incident in the series of events.

How to file a complaint ?

Submit the complaint:

- Directly to Internal Complaints Committee (ICC) at the Office of the Administration Branch, Karkardooma Courts, Delhi Or send an EMAIL to _____.

COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE (ICC), SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

S. No.	Ms. Charu Aggarwal	Ld. Chairperson, E-Court No. 317, Shahdara District, Karkardooma Courts, Delhi.
1.	Ms. Surbhi Sharma Vats.	Ld. ASJ/Member, Shahdara District, Karkardooma Courts, Delhi.
2.	Ms. Ayushi Saxena	Ld. JMFC/Member, Shahdara District, Karkardooma Courts, Delhi.
3.	Ms. Sanghmitra	Ld. JMFC/Member, Shahdara District, Karkardooma Courts, Delhi.
4.	Ms. Rajni Kainth	SJA/Member, posted in Accounts Branch, Shahdara District, Karkardooma Courts, Delhi.
5.	Ms. L. Sita	Member/Founder, President, SAIRASS, B-2, Kakateeya, 86, I.P. Extension, Patparganj, Delhi

**SEXUAL HARASSMENT IS AN OFFENCE. SPEAK UP-SAVE
DIGNITY & SAVE LIVES !**