



BOMBAY HOSPITAL COLLEGE OF NURSING INDORE (M.P.)

NAAC ACCREDITED

(National Assessment & Accreditation Council)

(Approved by Indian Nursing Council, New Delhi, Madhya Pradesh Nursing Council,
Bhopal & Affiliated to Madhya Pradesh Medical Science University, Jabalpur)
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Policy Ref. No:-13(h)

INTERNAL COMPLAINT COMMITTEE POLICY (Amendments)

This policy is in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The purpose of this policy is to prevent sexual harassment against women in the workplace and also to protect them. Institution aims to provide a safe working environment for all people. The policy is applicable to all the members of the company including employer and those who are employed on regular, temporary, on a daily wage basis, etc.

The policy also extends to those who are not employees of the company such as patient, clients, visitors, interns, contract workers, etc.

❖ All the policy points are same, some points are added

The policies intended are

- Majority of the committee members should be female.
- Rupees 1000/- of TA for the outside members of the institution is sanctioned during the visit/Meeting for interaction with the students.
- During Deeksharam, students will be given information about policies and activities of internal complaint committee.
- Institute will operate zero tolerance policy for any form of sexual harassment at the workplace.
- All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.
- No employee will tolerate one or more of the following unwelcome acts or behaviour, experienced by a woman, whether directly or by implication, committed in woman/ on print or via computer/ phone/ other media.
- Institution is committed to creating and maintaining a safe, secure and comfortable workplace, free from impropriety, indignity and fear, for all people at its workplace.
- The complaint should be made within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- Circular for male faculties at the time of joining in regards to internal complaint committee.

