

Filing a complaint on sexual harassment is an important and sensitive process. Here are guidelines for female employees of AIIMS, Bilaspur to contact the Internal Complaints Committee (ICC) for Women on Sexual Harassment:

Guidelines for Filing a Complaint on Sexual Harassment

Introduction:

The Internal Complaints Committee (ICC) for Women on Sexual Harassment is committed to providing a safe and confidential platform for female employees to report incidents of sexual harassment. If you have experienced or witnessed any form of sexual harassment at the workplace, you are encouraged to follow these guidelines to file a complaint.

1. Understanding Sexual Harassment:

Before filing a complaint, it's essential to understand what constitutes sexual harassment. Sexual harassment includes unwelcome behavior, advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature.

2. Identifying the ICCW:

The ICCW is a designated committee responsible for addressing sexual harassment complaints.

Identify the ICCW members in your organization. Their details are available on the AIIMS, Bilaspur website, notice boards displayed on prominent locations of the institute.

3. Confidentiality:

Rest assured that your complaint will be treated with the utmost confidentiality.

The details of the complaint and the investigation process will be shared only with those directly involved.

4. Immediate Action:

If you feel unsafe or threatened, consider taking immediate actions such as moving to a safe location or seeking support from a colleague.

5. Document the Incident:

Record details of the incident(s), including date, time, location, people involved, and any witnesses.

Preserve any evidence, such as messages, emails, or photos related to the incident.

6. Informal Resolution (Optional):

If you feel comfortable, you may attempt an informal resolution by clearly communicating your discomfort to the alleged harasser. However, this step is optional, and you are not obligated to pursue it.

7. Contacting the ICCW:

Draft a written complaint addressed to the ICCW. Clearly outline the incidents, providing as much detail as possible.

Submit the complaint to the designated ICCW member or through a proper channel, ensuring it reaches the committee promptly.

8. Support System:

Inform a trusted colleague, friend, or family member about your decision to file a complaint for emotional support.

9. ICCW Investigation:

The ICCW will conduct a thorough and impartial investigation into the complaint.

You may be called for a detailed discussion regarding your complaint.

10. Protection Against Retaliation:

The organization is committed to protecting individuals from retaliation for filing a complaint.

If you experience any form of retaliation, report it immediately to the ICCW.

11. Feedback Mechanism:

The ICCW will provide periodic updates on the progress of the investigation.

After the investigation, you will receive feedback on the outcome and any actions taken.

Filing a complaint against sexual harassment is a brave and important step toward maintaining a safe and respectful workplace. The ICCW is committed to ensuring a fair and just resolution to your complaint. If you have any questions or concerns, do not hesitate to reach out to the ICCW or your HR department for guidance. Remember, your well-being and safety are of utmost importance.