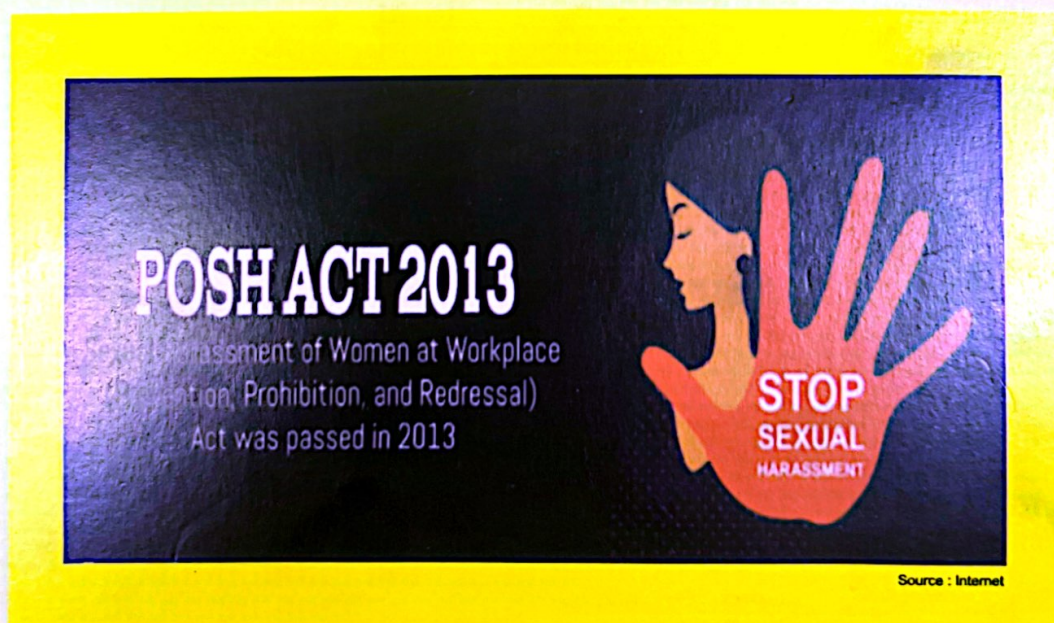




सीएसआईआर - केन्द्रीय वैज्ञानिक उपकरण संगठन
CSIR-Central Scientific Instruments Organisation
विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Science & Technology, Govt. of India

DOs AND DON'Ts

FOR THE CONDUCT OF
EMPLOYEES AT CSIR-CSIO CHANDIGARH IN
ACCORDANCE WITH
THE PREVENTION OF SEXUAL HARASSMENT
POSH ACT



Source : Internet

DOS



1. **Respect Boundaries:** Respect the personal space and physical boundaries of colleagues, avoiding any form of unwanted physical contact or invasion of privacy.
2. **Communicate Respectfully:** Communicate with colleagues in a respectful and professional manner, refraining from making derogatory remarks, jokes, or comments of a sexual nature.
3. **Consent:** Do not consider silence as consent for engaging in any inappropriate behaviour including flirting, physical proceeding or comments of sexual nature etc.
4. **Respect Diversity:** Respect the diverse backgrounds, perspectives, and identities of colleagues, avoiding any behavior that may be discriminatory or harassing based on gender or any other characteristic.
5. **Promote Inclusivity:** Foster an inclusive and supportive work environment where all employees feel valued, respected, and free from discrimination or harassment.
6. **Promote Awareness:** Promote awareness of the POSH Act and the institution's policies on sexual harassment prevention through regular training sessions and awareness programs.
7. **Maintain Confidentiality:** Maintaining strict confidentiality and ensuring the privacy of all parties involved in the investigation process of complaint of sexual harassment is the responsibility of all.
8. **Report Incidents:** Encourage employees to promptly report any incidents of sexual harassment they witness or experience, ensuring they are aware of multiple reporting channels available to them.
9. **Address Concerns Promptly:** Address any concerns or complaints related to behavior that may constitute sexual harassment promptly and effectively, following the established reporting procedures.
10. **Provide Support:** Offer support and assistance to colleagues who have experienced or witnessed sexual harassment, directing them to appropriate resources and support services available within the organization (ICC).
11. **Cooperate in Investigations:** Cooperate fully with investigations into allegations of sexual harassment, providing truthful and accurate information as required.
12. **Lead by Example:** Lead by example in demonstrating respectful and professional behavior towards colleagues, clients, and visitors to the CSIR-CSIO campus.
13. **Participate in Sensitization/Awareness Sessions:** Actively participate in training sessions and awareness programs organized by the CSIR-CSIO's ICC team to educate employees about their rights and responsibilities under the POSH Act.
14. **Encourage Open Communication:** Encourage open communication and dialogue among colleagues about issues related to sexual harassment prevention and the promotion of a respectful workplace culture.
15. **Regular Review and Feedback:** Regularly review and provide feedback on the effectiveness of the institution's policies and procedures for preventing sexual harassment, suggesting improvements where necessary.

DON'Ts



1. **Engage in Unwelcome Advances:** Engage in any form of unwelcome advances, propositions, or requests for sexual favors towards colleagues, clients, or visitors to the campus.
2. **Make Inappropriate Comments:** Make inappropriate comments, jokes, or remarks of a sexual nature that may create a hostile or uncomfortable work environment for others.
3. **Use Coercion or Intimidation:** Use coercion, threats, or intimidation to pressure colleagues into engaging in unwanted sexual behavior or to prevent them from reporting incidents of sexual harassment.
4. **Participate in Gossip or Rumors:** Participate in spreading gossip or rumors about colleagues involved in sexual harassment complaints w.r.t their personal lives or relationships, especially if it involves speculation or innuendo about their sexual behavior.
5. **Discriminate or Exclude:** Discriminate against colleagues based on their gender, sexual orientation, gender identity, or any other protected characteristic, in violation of the CSIR-CSIO's policies and the law.
6. **Ignore Complaints or Concerns:** Ignore or dismiss complaints or concerns raised by colleagues regarding behavior that may constitute sexual harassment, failing to take appropriate action to address the issue.
7. **Retaliate Against Complainants:** Retaliate against individuals who report incidents of sexual harassment or participate in investigations, either directly or indirectly.
8. **Misuse Authority:** Misuse positions of authority or power to coerce or intimidate others into engaging in unwanted sexual behavior or to influence the outcome of investigations.
9. **Participate in Victim Blaming:** Blame or discredit individuals who report incidents of sexual harassment, questioning their motives or credibility.
10. **Violate Confidentiality:** Violate the confidentiality of individuals involved in sexual harassment complaints or investigations by disclosing sensitive information without authorization.
11. **Create a Hostile Environment:** Contribute to creating or perpetuating a hostile work environment through behavior that is disrespectful, discriminatory, or harassing in nature.

By adhering to these DOs and DON'Ts, employees at CSIR-CSIO, Chandigarh can contribute to creating a positive and respectful workplace environment that upholds the principles of the POSH Act and promotes the well-being of all individuals.

For any POSH related queries or complaints you may contact the CSIR- CSIO's ICC posh cell on the Email id: iccposh@csio.res.in

Internal Complaints Committee (ICC) for complaints of sexual harassment of women employees at CSIR-CSIO, Sector - 30 C, Chandigarh :

Sr. No.	Name	ICC
1.	Dr. Inderpreet Kaur	Chairman
2.	Dr. Dinesh Pankaj	Member
3.	Dr. Amitava Das	Member
4.	Dr. Aparna Akula	Member
5.	Smt. Bandana Khullar	Member
6.	Dr. Sonali Vatsyayan	Member
7.	Prof. Supinder Kaur	External Member
8.	Ms. Divya Godara	External Member