

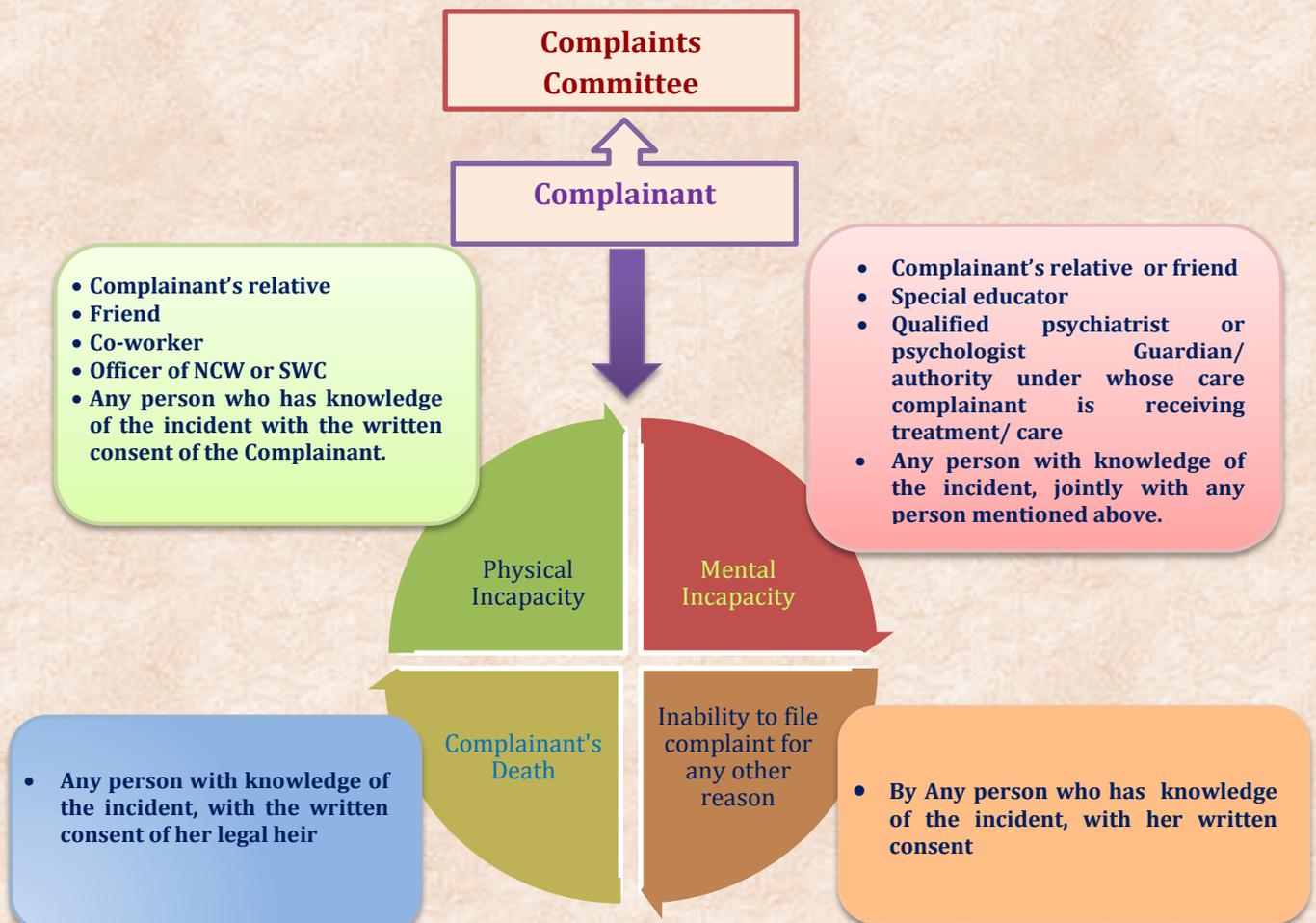
Prevention of Sexual Harassment of Women at Workplace

Weekly Educational Series

Complaints

Sub-section (1) and (2) of Section 9 of Sexual Harassment of Women at the Workplace (Prevention, Prohibition & Redressal) Act, 2013 read along with Rule 6 of the Sexual Harassment of women at Workplace (Prevention, Prohibition, and Redressal) Rules, 2013 provides about the information on who can complain, to whom, and what a complaint should contain.

TO WHOM AND WHERE A COMPLAINT SHOULD BE FILED?



The act specifically provides that if there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, whenever required.

The District Officer shall designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women.

The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

WHAT SHOULD BE THE CONTENTS OF THE COMPLAINT?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and places; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.

