



## **Prevention of Sexual Harassment Policy**

At Cosmos International Training Institute (CITI), we are committed to providing a safe, respectful, and inclusive environment for all students, staff, and stakeholders. We uphold zero tolerance for any form of sexual harassment and are dedicated to preventing and addressing instances of sexual harassment in our institution. This Prevention of Sexual Harassment Policy outlines our commitment to fostering a workplace free from sexual harassment and providing avenues for complaints resolution.

### **1. Policy Statement**

**1.1 Zero Tolerance:** CITI maintains a zero-tolerance approach to sexual harassment. Any form of sexual harassment, including but not limited to unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, is strictly prohibited.

**1.2 Compliance with Laws:** CITI complies with all applicable laws and regulations related to the prevention of sexual harassment, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, in India.

### **2. Definition of Sexual Harassment**

**2.1 Scope:** Sexual harassment includes any unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive environment, interferes with an individual's work or academic performance, or affects their dignity.

**2.2 Forms of Harassment:** Sexual harassment may manifest in various forms, including verbal, non-verbal, visual, or physical conduct. Examples include:

- Unwelcome sexual advances or propositions
- Sexually suggestive comments or jokes
- Display of sexually explicit material
- Physical contact or gestures of a sexual nature

### **3. Reporting Procedure**

**3.1 Complaints Process:** CITI provides a clear and confidential process for reporting incidents of sexual harassment. Individuals who experience or witness sexual harassment are encouraged to report the incident promptly to the designated Internal Complaints Committee (ICC).

3.2 **Confidentiality:** CITI ensures confidentiality throughout the complaints handling process to protect the privacy and dignity of individuals involved. Information related to complaints is shared only with those directly involved in the investigation and resolution.

#### 4. Investigation and Resolution

4.1 **Prompt Investigation:** CITI conducts prompt, thorough, and impartial investigations into all complaints of sexual harassment. The Internal Complaints Committee (ICC) is responsible for investigating complaints and taking appropriate remedial action.

4.2 **Fair Treatment:** CITI ensures fair treatment of both the complainant and the respondent during the investigation process. Both parties have the right to present evidence, witnesses, and defenses.

#### 5. Support and Protection

5.1 **Support Services:** CITI offers support services to individuals who experience sexual harassment, including counseling, legal assistance, and other resources to address their needs and concerns.

5.2 **Protection Against Retaliation:** CITI prohibits retaliation against individuals who report incidents of sexual harassment or participate in investigations in good faith. Any acts of retaliation will be subject to disciplinary action.

#### 6. Awareness and Training

6.1 **Training Programs:** CITI provides training and awareness programs on the prevention of sexual harassment to all employees, students, and stakeholders. Training covers the identification of sexual harassment, reporting procedures, and bystander intervention.

#### 7. Compliance Oversight

7.1 **Internal Compliance Committee (ICC):** CITI establishes an Internal Complaints Committee (ICC) comprising trained members responsible for overseeing the implementation and enforcement of this policy.

#### 8. Contact Information

For inquiries or to report incidents of sexual harassment, please contact:

Internal Complaints Committee (ICC) Cosmos International Training Institute (CITI) No.26, 2nd Street, Sri Padmavathy Nagar, Pattabiramapuram, Tiruttani - 631 209 Tiruvallur (Dt.), Tamil Nadu, India Email: info@cosmostrg.com Phone: +91 - 97 87 87 28 66



Managing Director

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