



Ref No.: QIF/Policy/2018/03

Date: 20th June 2018

POLICY AGAINST SEXUAL HARASSMENT

Preamble: The management of Quest Infosys Foundation is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender related violence, sexual harassment, and discrimination on the basis of sex/gender. While QIF is committed to the right to freedom of expression and association, it also strongly supports gender equality and opposes any form of gender discrimination and violence. To address the issues related to the sexual harassment, if these come across, a policy has been framed which will be applicable for both the institutions run by the trust namely Quest College of Science & Technology and Quest Infosys Foundation Group of Institutions.

Objective: QIF policy against sexual harassment is comprehensive and designed to foster a safe and inclusive environment for all individuals. This policy applies to all teaching/non-teaching and supporting staff, students, & visitors. We encourage prompt reporting of any incident, ensuring confidentiality and providing support to victims. Investigations will be conducted promptly, and appropriate action will be taken against offenders. Regular training sessions and awareness campaigns will be conducted to prevent and address sexual harassment.

● What is Sexual Harassment?

Any form of unwelcome sexual advances, requests for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature.

● Reporting Mechanism

In case of any complaint the student/staff should contact "Sexual Harassment Committee and submit a written complaint or they can email their complaint to womencellqcst@gmail.com. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Convener of the Committee or the Principal/ Director/ Management of QGI, or any of the Committee members, such complaints must be forwarded to the Chairperson of the Committee for prevention of Sexual Harassment within 24 hours.

● Investigation Process

The committee will carry out an impartial investigation. The committee will interact with the complainant, the accused, and any witnesses involved, while maintaining confidentiality and sensitivity throughout the process. If deemed necessary, implement interim measures to ensure the safety and well-being of the complainant during the investigation. These measures may include providing temporary transfers, adjusting schedules, or issuing no-contact orders.



Quest Infosys Foundation

(A registered charitable trust under section 12A of the Income Tax Act 1961)

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- **Timely Resolution**

A timeline for the resolution is established, ensuring that investigations are conducted promptly and completed within a specified period. It is important to avoid undue delays to minimize the impact on the complainant and maintain the credibility of the process.

- **Fair Determination and Disciplinary Action:**

Based on the findings of the investigation, a fair determination regarding the complaint is carried out. If the complaint is substantiated, appropriate disciplinary action against the perpetrator is taken, following the guidelines and policies set by the organization.

Date: 20/06/2018

For Quest Infosys Foundation

Chairman

Chairman