

**ANNEXURE-A**

Observation	Recommendation	Under Section No./ Rule No.
<p>Every employee should be aware that sexual harassment is misconduct. It is doubtful that whether the meaning of sexual harassment is known to all the employees including contract employees/ workers/ drivers/ etc. Training to create gender sensitivity should be conducted to all staff at all levels.</p> <p>It is necessary that every employee should realize that whoever is in-charge of a work place should take appropriate steps to prevent sexual harassment to any women at his/ her work place.</p>	<p>1) A copy of letter for information should reach each and every employee at NMPT including contract staff, workers, etc. in English, Hindi and Kannada to bring out awareness that sexual harassment is misconduct. All employees (permanent/ contract/ workers/ etc.) must be aware that sexual harassment is illegal and any kind of sexual harassment is not tolerable in our organization. Sexual Harassment of Women includes unwelcomed verbal / physical harassment of sexual in nature/ etc. Harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex and causing uncomfortable situation to any woman. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker or someone who is not an employee of our organization, such as a client or customer. In case of any employee is facing such a problem, then they can inform Administration department or the Internal Complaints Committee (ICC) under "The Sexual harassment of women at workplace (Prevention, Prohibition and Redressal)" Act, 2013 of New Mangalore Port Trust.</p> <p>2) The organization will not tolerate any form of harassment whether engaged in by fellow employees, supervisors, clients, etc. and is committed to take all necessary steps to ensure that women employees are not subject to harassment. This policy applies to all those working at NMPT including management, executives, officers, employees, staff, contract staff, workers, etc.</p> <p>3) Every employee is responsible for reporting sexual harassment in the workplace even if they are not the target. If any employee found that some kind of sexual harassment is happening with a woman, then the employee must bring to the notice to Administration dept. immediately. Administration dept. may kindly quote code of conduct / provisions of service rules applicable regarding sexual harassment is a misconduct even applicable to contract staff/ workers.</p>	<p>U/S 2(n)</p> <p>U/S 3(1)</p> <p>U/S 3(2)</p> <p>U/S 19(i)</p>

*Snapa*

