

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>

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<p>In order to handle inquiries, record of movement of employees is very important to take the right decision in time. There is no source to know the movement of employees. RFID punching of attendance is done only once during the office opening hours and once during closing hours</p>	<p>To monitor the movement of all employees, RFID punching system must be done at all times in and out. Security personnel must see to that the employees must get entry into the building only after punching the card and can leave the building only after punching the card at all times.</p> <p>It should be mandatory, that the security personal should check the id card of the employees passing through the gate who come to office by walk. Every employee should pass the gate only after verification by the security staff at the gate. In case of visitors, the details of the person should be noted in the register and permission from the officer whom the visitor wants to meet should be confirmed over phone by the security personnel and noted. The register has to be submitted to the management on daily basis for information.</p> <p>It is found that without finger print, just by punching the card, some of the employee's attendance is captured. All the cards have to be rechecked and finger print should be made compulsory to avoid misuse.</p>	<p>U/S 19(d) U/S 19(e) U/S 19(f)</p>
<p>In order to handle inquiries, movement of vehicles is also very important to take the right decision in time. There is no source to know the movement of vehicles in A.O. building and other offices.</p>	<p>RFID should be implemented immediately in the Administrative office building and other office premises for all kinds of vehicles.</p> <p>It is found that there is no GPS facility available for the vehicles at NMPT to monitor the movements of the vehicles. In future, the contract must be given only to those contractors who have GPS facility.</p>	<p>U/S 19(d) U/S 19(e) U/S 19(f)</p>
<p>With reference to a man power contract, it is found that police verification is not done/ is not done before placing the contract employees at NMPT.</p>	<p>Police verification certificate must be provided to NMPT before the placement of contract employees and it has to be done every year by the contractor and the contractor must renew/ submit police verification certificate every year of all the contract employees.</p> <p>In case of substitute staff/ drivers/ workers, who are not in the list provided to NMPT, the contractor should make sure to submit complete details of the substitute person along with copy of photo/ aadhar card/ driving license, police verification certificate, etc. before placement.</p>	<p>U/S 19(d) U/S 19(e) U/S 19(f)</p>



<p>With reference to few contracts, it is found that there are no points in terms and conditions in the agreements/ contracts available about the actions could be taken against the contractor, in case of any complaint is received against contract employees under SHWW(PPR)Act, 2013.</p>	<p>With regards to man power agreements/ contracts with the NMPT, the contractor should give an undertaking that if any complaint is received under sexual harassment of women at work place against the contract employee or worker then immediately that contract employee or worker should be transferred to another organization and he is not permitted to enter NMPT premises other than to attend ICC inquiries compulsory whenever required by the ICC.</p> <p>In case, if the contract employee is found guilty during the inquiry of ICC, he or she must be dismissed from the service. If not done within a month of submission of final report of ICC, then the contractor shall be blacklisted and terminated from the services and cannot participate in future tenders for a period of 3 years. Also the contractor has to pay a fine of Rs.1,00,000 to NMPT.</p>	<p>U/S 2(g) U/S 19(d) U/S 19(e) U/S 19(f) U/S 26(2)</p>
<p>It is found that during non working days of NMPT, contract staffs were asked to attend the duties.</p>	<p>Since chances of sexual harassment are high during the non working days of NMPT, management may kindly relook into the matter to prevent such incidents.</p> <p>Transport/ Office bus (to and fro) may be provided for all ladies working in NMPT. One bus towards Mangalore and one bus towards Udupi. In case any officer has to stay back after office hours, she must be dropped at her residence in official vehicle on her request.</p>	<p>U/S 19(a)</p>
<p>A dedicated room is not available to deal with the cases and maintain confidentiality.</p>	<p>It is requested to provide video conference room for all meetings/ inquiries/ etc. whenever required and all the meetings have to be recorded. Necessary facility may be provided. To store the records and files, a place is required on top priority to maintain better confidentiality.</p>	<p>U/S 19(d)</p>
<p>Earlier presiding officer herself given complaints that drunken beggar visiting each and every section for money collection which is not safe and has shared the video with Chairman.</p> <p>Most of the times CCTV recordings play an important role while dealing with cases and it is found that CCTV's are not available in some of the important places. In this regard, recommendations shall be given after conducting a complete survey by the committee.</p>	<p>There is a need of more no. of CCTV cameras which can cover all the corridors of the office buildings/ car parks/ canteens/ gates/ etc.</p> <p>Also CCTV's are required inside each and every room in all the offices of NMPT with access to check the videos at any point must be provided to the presiding officer. All CCTVs should be maintained regularly.</p> <p>Standing instructions to the security personnel from the management may be given so that the presiding officer of ICC can view the CCTV recordings at any time.</p>	<p>U/S 19(a) U/S 19(d) U/S 19(e)</p>

