

Internal Compliance Committee



AAFT
UNIVERSITY
OF
MEDIA AND ARTS

AAFT UNIVERSITY

Internal Compliance Committee



AAFT University, Village: Math, Raipur, Chhattisgarh, 493225

INTERNAL COMPLIANCE COMMITTEE

1. Purpose and Scope: The purpose of this policy is to establish an Internal Compliance Committee (ICC) to address and resolve complaints related to harassment and discrimination within the workplace. This policy applies to all employees, including temporary, contractual, and part-time employees.

2. Definitions:

2.1 Harassment: Unwanted and unwelcome behavior, whether verbal, written, physical, or visual, that creates an intimidating, hostile, or offensive work environment.

2.2 Discrimination: Any form of unjust or prejudicial treatment or distinction based on race, gender, religion, age, disability, sexual orientation, or other protected characteristics.

3. Committee Composition: The ICC shall be composed of the following members:

- Chairperson: Dr Shikha Verma Kashyap
- Preetika Mishra
- Sudhir Ranjan
- Dr Manoj Aggarwal
- Abhinav Sehgal

4. Complaint Filing: Employees who experience or witness harassment or discrimination should report it to the ICC by using the designated complaint form/emails. Complaints can be filed in writing or electronically. All complaints will be kept confidential to the extent possible.

5. Confidentiality: The ICC and all involved parties shall maintain strict confidentiality during the investigation. Only those who need to know will be informed about the complaint and investigation.

6. Investigation Process: The ICC shall conduct a thorough, impartial, and prompt investigation into the complaint. The complainant and the respondent will be provided an opportunity to present their case and provide any evidence or witnesses. The investigation will be completed within 30 working days.

7. Action and Resolution: Upon concluding the investigation, the ICC will recommend appropriate actions, including but not limited to counseling, warnings, suspension, termination, or any other measures required to stop the harassment or discrimination and prevent its recurrence. The decision will be communicated to the complainant and the respondent.

8. Non-Retaliation: Employees who report complaints in good faith or participate in an investigation shall not face any form of retaliation or adverse action as a result of their involvement.

9. Appeal Process: In case of dissatisfaction with the ICC's decision, either the complainant or the respondent may appeal the decision to the higher authority through HR.

10. Record-keeping: The ICC shall maintain records of all complaints, investigations, and actions taken. These records will be confidential and securely stored.

11. Training: All employees will receive training and awareness programs on this policy and the prevention of harassment and discrimination in the workplace.

12. Review and Update: This policy will be periodically reviewed and updated to ensure its effectiveness and compliance with changing legal requirements.

13. Compliance: Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

AAFT is committed to maintaining a respectful and inclusive work environment, and this policy is a key component of that commitment. All employees are encouraged to report any incidents of harassment or discrimination promptly and confidently.

