



## UTTARAKHAND STATE LEGAL SERVICES AUTHORITY, NAINITAL

\*\*\*\*\*

### INTERNAL COMPLAINT COMMITTEE (ICC)

To ensure prevention of Sexual Harassment at the workplace  
(PREVENTION, PROHIBITION & REDRESSAL)

#### SEXUAL HARASSMENT

"Sexual Harassment" includes:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

#### WHAT IS NOT SEXUAL HARASSMENT

- Following-up on work absences.
- Requiring performance to job standards.
- The normal exercise of management rights.
- Work-related stress e.g. meeting deadlines or quality standards.
- Constructive feedback about the work mistake and not the person.

#### ARE YOU BEING SEXUALLY HARASSED

If you are an employee of UKSLSA, Nainital who is facing sexual harassment at Work Place/Department or if you know of any such person who is being sexually harassed at work place and want to help the victim, kindly reach out to the Internal Committee of UKSLSA, Nainital, constituted under Section 3 of the **Sexual Harassment Of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

#### HOW TO PREPARE A COMPLAINT?

Write exactly what happened with details, dates, name of witnesses & documents, if any. Be specific about the incident(s). Be honest, as false complaints can invite penalties. File a complaint of sexual harassment within three months of the incident(s).

#### HOW TO FILE A COMPLAINT?

Submit the complaint directly to Internal Complaint Committee at the Office of the:

Uttarakhand State Legal Services Authority, Nainital

A.D.R Center, High Court Campus, Nainital-263002 or

Send an email to [slsa-uk@nic.in](mailto:slsa-uk@nic.in); [ukslanainital@gmail.com](mailto:ukslanainital@gmail.com)

Contact- 05942-236552

Visit- <https://www.shebox.wcd.gov.in>

**SEXUAL HARASSMENT IS A MISCONDUCT UNDER THE SERVICE RULES**