

Name of the Policy/Guidelines	Protection for complainants, whistleblowers and witnesses of discrimination and harassment
Short Description	Policy and Guidelines on the protection of complainants, whistleblowers and witnesses of discrimination / harassment
Scope	This Policy applies to all employees, students, visitors, volunteers, applicants, and program participants in various departments, sections and constituent units of Nitte (Deemed to be University)
Policy Status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Date of Approval of Original Policy	25 th July 2019
Revision No.	Not applicable
Brief description of the last revision	Not applicable
Date of approval of the current revision	Not applicable
Effective date	26 th July 2019
Approval Authority	Vice Chancellor
Responsible Officer	Mrs. Prasanna Hegde, Deputy Director (Admin)

Introduction:

Nitte (Deemed to be University) is committed to providing an environment that is free from discrimination, harassment, and exploitation based on gender, caste, religion, race, age, job title, educational qualification, political belief, economic status, etc. Complainants, whistleblowers, and witnesses of such acts need to be protected from retaliation and stigmatization.

Scope of Policy:

This Policy applies to all employees, students, visitors, and other delegates and program participants in all the departments and constituent units of the University.

Policy Guidelines:

1. Nitte DU encourages reporting of all perceived incidents of discrimination, harassment, retaliation or exploitation, regardless of the offender's identity or position.
2. Nitte DU will establish an accessible mechanism for receiving complaints/grievances, which will ensure the confidentiality of complainants.
3. Individuals who believe that they have been the victim of such conduct can discuss their concerns with their immediate supervisor, any member of the women's cell or human resources department. See the complaint procedure described below.
4. Individuals who believe they are being subjected to such conduct are advised to promptly inform the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. NitteDU recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.
5. Complaint Procedure
 - a. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, any member of the women's cell or human resources department.
 - b. Complaints can also be made by using an online portal, and confidentiality of the identity of the complainant will be maintained if they so desire.
 - c. NitteDU encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been prescribed, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
 - d. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
 - e. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
6. An inquiry committee will be formed as per the extant rules and regulations of University and general legal provisions. The Committee will submit its findings and recommendations to the University.

7. If any of the parties to complaint/grievance is/are not satisfied with the inquiry committee's recommendations, they may appeal in writing to the Vice Chancellor.
8. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
9. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.