



INTERNAL COMPLIANCE POLICY

2025-26

1. Objective

Nachiar – The World School is committed to providing a safe, respectful, and inclusive environment for all employees, staff, and stakeholders. This policy outlines the constitution and functioning of the Internal Compliance Committee (ICC), in line with the Prevention of Sexual Harassment (POSH) Act, 2013.

2. Zero Tolerance Policy

The school maintains a **zero-tolerance policy** towards sexual harassment or misconduct in any form. All employees are required to sign an agreement to uphold this policy at the time of their joining.

3. Scope

This policy is applicable to all employees (teaching, non-teaching, contractual, interns, volunteers) within the premises of Nachiar – The World School or any location visited as part of their employment or academic engagement.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexually determined behavior, whether directly or by implication, such as:

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

6. Roles and Responsibilities

The ICC is responsible for:

- Receiving complaints related to sexual harassment
- Conducting a fair and unbiased inquiry
- Recommending actions based on findings
- Ensuring confidentiality throughout the process

7. Complaint Mechanism

- Complaints must be submitted in writing within a week of the incident.

- The ICC will acknowledge the complaint and initiate inquiry procedures upon receipt of the complaint.
- Disciplinary action will be initiated based on the enquiry and its findings.

8. Disciplinary Action

If the complaint is upheld, the school will take disciplinary action as per employment rules, which may include:

- Warning or reprimand
- Suspension
- Termination of employment
- Legal recourse if applicable

9. Confidentiality

All matters related to the inquiry and outcome will remain confidential to protect the dignity of all parties involved.

10. Awareness & Training

The school will conduct regular orientation and awareness sessions to sensitize employees about POSH guidelines and ICC procedures.

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