

ANDHRA PRADEH STATE ROAD TRANSPORT CORPORATION

No.P2/118(1)/2020/PO-III

Office of the Managing Director,
RTC House, PNBS, Vijayawada.

CIRCULAR NO. PD-15/ 2020, Dated: 05.08.2020

Sub: CONDUCT REGULATIONS – Prohibition of Sexual Harassment of Women employees at work places – Constitution of Committee at Regional level to resolve complaints – Steps to be taken to prevent and control sexual harassment cases against women employees – Detailed guidelines - Reg.

Ref:-1) G.O.Ms.No.27, Women's Development, Child Welfare and Disabled Welfare(PROG) Department dated 21.04.1999
2) Circular No.PD-14/2010 dated 29.03.2010.

1) Through the Circular at reference 2nd cited, instructions were issued regarding handling the cases of sexual harassment of women at work places, constitution of Committee at Regional level to resolve the complaints and the procedure to be followed. The guidelines issued earlier are re-iterated below.

- (i) The Regional Managers shall constitute a Committee every year (a) with 5 Members, headed by woman in the rank of Depot Manager or Supervisor; (b) with minimum three (3) women members in the Committee; (c) one Member of the Committee shall be from the category of Lady Conductors; (d) one member shall be from either NGO or other body associated with the issues of sexual harassment;
- (ii) The Committee shall meet at least once in three months or at the discretion of the Head of the Committee, to elicit whether or not such misconduct reported by women employee under Sexual Harassment can be construed as an offence under Reg.22A of APSRTC Employees' (Conduct) Regulations, 1963;
- (iii) The Committee shall submit its report to the appointing authority of the person involved in the offence, for taking appropriate disciplinary action. Further, the Committee shall send its report to the RM concerned once in quarter.
- (iv) The RMs shall submit consolidated reports to ED (Zone) concerned in the prescribed proforma once in quarter by 5th of the first month of the quarter. The progress of disciplinary actions taken against the offenders shall be reviewed at Regional level. The action taken on sexual harassment cases shall be reviewed at Zonal and Corporate level every quarter.

2) The G.O. at reference 1st cited envisaged the following steps regarding elimination of discrimination against women employees.

- a. The employer is responsible to prevent or deter the commission of acts of sexual harassment and to provide the procedure for complaint registration mechanism, resolution and settlement or prosecution of acts of sexual harassment by taking all the steps required;
- b. Sexual harassment include such unwelcome sexually determined behaviour 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 sexual nature etc.,


- c. The employer should take appropriate steps such as publication of the notifications, communication of rules and regulations of the Government, creation of appropriate working conditions in respect of work, leisure, health and hygiene of women employees and to provide no hostile environment.
- d. The employer should ensure that victims of sexual harassment or witnesses are not victimised or discriminated against while dealing with the complaints of sexual harassment.
- e. The employer should create a committee to resolve complaints through the actions like counselling, support service, maintenance of confidentiality, enquiring into the complaints etc., and take all the steps to create awareness and confidence among the women employees.
- f. The Government of Andhra Pradesh directed all concerned to follow the above guidelines strictly and incorporated a specific provision in the Andhra Pradesh Civil Services (Conduct) Rules, 1964 for "prohibition of sexual harassment of working women".

3) In accordance with the guidelines at para (2), general guidelines were issued through circular at reference 2nd cited regarding dealing with the cases of sexual harassment reported by the women employees. But, of late it is observed that the above instructions are not implemented in true spirit. Eventually, it has lead some complaints on this subject being made by the women employees to the Head Office/District Police/Revenue authorities/Government of AP directly. The VC&MD took a serious note of these lapses on the part of Managers for not implementing the above guidelines on the instances of sexual harassment of women employees reported.

4) Therefore, in continuation to the instructions issued through Circular reference 2nd cited, the following detailed instructions are given for strict compliance.

- a) The RMs shall constitute **Regional level Committee to resolve complaints** with the composition of members explained above, **by 10th January every year** duly considering the transfer of Officers, supervisors and others into consideration. If necessary, the Committee shall be reconstituted in the same year depending on the circumstances, ineffectiveness of the Committee, complaints against the Committee members etc.,
- b) In the Regions where the Regional Committees are not constituted in the current year, RMs shall constitute the same **by 10th August, 2020** and report compliance to Head Office by 17th August, 2020.
- c) RMs shall ensure that meetings of the Committee are conducted invariably at least once in three months, to examine the complaints on sexual harassment of women employees and submit report as explained above, in terms of the guidelines discussed at para (1) and (2) above.
- d) The Committee shall also examine all other issues reported/noticed in general that are detrimental to the safety and dignity of women employees at the work places and submit its recommendations/remarks to the RMs to take corrective actions.

5) Hence, all the Regional Managers are hereby advised to take necessary action immediately and initiate all the steps required for "Prohibition of Sexual Harassment of Women" in the Organization.


 Vice Chairman & Managing Director

Copy to all Officers.