

-Roles and Responsibilities-
Women's Safety at Workplace
(Some insights for the supervisory level)

Assess Risk factors

- Working late night or early morning hours;
Working alone or in small numbers;
Uncontrolled access of people to the workplace; and
Areas of **previous** security problems should be thought of.

Employer should

- Assess risks of workplace harassment at various workplaces
- Provide general training on WSWP to all employees
- Monitor and document progress and incidents
- Regularly evaluate the effectiveness of the approach

Employee should

- Ensure familiarity with WSWP policies and procedures relating to workplace harassment prevention
- Follow all policies and procedures
- Report incidents and new risks quickly

Practical tips on staying safe at work

Working late/early/alone or in small numbers

- Move vehicle closer to building after late hours
- Keep emergency numbers handy
- Lock office door when alone
- Tell someone where you are
- Keep cell phone charged, on and handy
- Get escort to the vehicle
- Lock car door when leaving
- Have car key ready
- Park under lights

Practical tips on staying safe at work

Safety outside

- Be aware – pay attention to surroundings
- Walk confidently
- Go in group when carrying arms
- Conceal valuables

Notice possible signs of distress exhibited by employees:

- Direct or veiled threats of harm
- Intimidating, belligerent, or other inappropriate or aggressive behavior
- Numerous conflicts with supervisors and other employees

Possible signs of distress — (Continued)

- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- Drug/alcohol abuse.
- Extreme changes in behavior.

¹Identified by the FBI's National Center for the Analysis of Violent Crime, (Profiling and Behavior Assessment Unit in *Dealing with Workplace Violence: A Guide for Agency Planners* by the United States Office of Personnel Management, Workforce Relations, February 1998

Notice the signs of crisis

- Extreme changes in behavior
- Hostility, aggression, violence
- Garbled or slurred speech
- Loss of contact with reality
- Suicidal thoughts with plans or methods
- Homicidal thoughts
- An impact on their work in the form of lateness, missed work, keeping a job, or career promotions.³
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Act to reduce the risks

- Seek backup from a colleague
- Refer to Counseling Service
- Report concerns to supervisor
- Practice good active listening skills
- Behave in a calm, friendly, helpful manner

Consider as to why the victim doesn't leave/ report?

- The victim feels powerless or inadequate
- The victim fears discovery – getting caught and punished
- The victim fears no-one will believe him/her
- The victim not sure where to go for help
- The victim fears disapproval or lack of support
- The victim feels ashamed
- The abuser may control the financial resources
- The victim wants the abuse to stop, but doesn't want the relationship to end

Workplace Safety Policy Statement

For example:

- FD is committed to providing a safe working environment and will promptly respond to threats, and acts of harassment, that occur in the workplace.
- FD prohibits any act or threat of harassment to women employees at the workplace. FD requires that any such threat or act must be reported.
- Any violation of this policy will be met with the strongest possible sanction appropriate for the circumstance

Roles and Responsibilities Of Employer

Sexual Harassment



Sexual Harassment



- Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- Organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act.
- Monitor the timely submission of reports **by the ICC.**
- Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place

Sexual Harassment



- **Display** at any conspicuous place in the workplace, the **penal consequences** of sexual harassments.
- **Treat sexual harassment as a misconduct** under the **service rules** and initiate action for such misconduct

Sexual Harassment



- display at any conspicuous place the order constituting, the Internal Committee.
- orientation programmes for the members of the Internal Committee in the manner as may be prescribed
- provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry
- assist in securing the attendance of respondent and witnesses
- make available information to the Internal Committee
- **cause to initiate action**, under the Indian Penal Code or any other law for the time being in force, **against the perpetrator**