



**Telepsychiatry Research
and Innovation Network**

Bullying and Harassment Policy

1.1 Aim

To provide:

a supportive environment to seek aid and resolution to bullying and/or harassment issues

a formal procedure to address bullying/ harassment

1.2 Scope

This policy applies to all employees, affiliated members, and volunteers.

1.3 Definitions

Bullying may be identified as offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Mediation is a voluntary confidential method in which the parties come together in a neutral setting to try to achieve a mutually acceptable outcome, with the help of trained mediators, who are independent and have no involvement in a case, either before or after the mediation.

1.4 Workplace harassment

Type of Workplace Harassment

Sexual Harassment: harassment covering verbal, non-verbal, written or physical conduct, which is sexual in nature, is unwelcomed, is unsolicited, is unreciprocated and offends, humiliates or intimidates the person at whom it is aimed.

Bullying: repeated and unreasonable behavior directed toward a person, or a group of people, that creates a risk to health, safety and well-being.

Discrimination: treating a person, or a group of people less favorably than another person or group and can be on the grounds or situations listed below:

- Gender
- Sexual Orientation
- Age
- Religious Beliefs
- Caste
- Political Belief
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Examples of Workplace Harassment

- Offensive, derogatory language or intimidating actions or behaviors.
- Insulting or threatening gestures.
- Unjustified and/or unnecessary comments about a person's work or capacity for work.
- Openly displayed pictures, posters, graffiti, written materials, emails, or digital media which might be offensive to some.
- Any form of communication which are demeaning, threatening, abusive, humiliating, or offensive to staff.
- Persistent following or stalking within the workplace, or to and from work.
- The exclusion of a person, or group, from normal conversations and regular official activities.

1.5 Complaints

The following procedure shall be followed to file complaints:

- a) The identity of the accused shall be kept disclosed unless the allegations have been proved
- b) The complaint may be filed by the victim through written notice or notice with signed name and/or signature.

d) The complainant may separately be lodged with a female member of the HR department or executive team.

1.6 Investigation

TRIN Management will form a committee for investigation of Bullying and Harassment consisting of two to three members after receiving complaint. The investigation committee will take/collect oral/written evidence/witnesses from relevant individuals. The committee shall submit a report to the Managing Director (MD) within 7 working days.

1.7 Procedures and Actions

The complaint committee and MD shall look into:

- In cases of minor harassment, with the consent of both parties resolve the complaint and shall file a record
- TRIN shall have powers to give notice to both parties and to the witnesses by registered post, courier service or e-mail, to conduct hearings, to collect information and evidence and to examine all relevant documents.
- If the complainant wants to withdraw the complaint or stop the investigation, then the reason behind this has to be investigated and mentioned to find out the reason for this and mention it in the report.
- The Complaints Committee shall make its decisions in accordance with the opinion
- of the majority of its members.

Resolving the complaint:

- The concerned authority may temporarily suspend the accused person unless matters are resolved.
- The investigation committee will complete the investigation within 21 days of receiving the complaint and will communicate the outcome to the complainant and the accused.
- If there is evidence that the charge of harassment/bullying is false or intentional, the complainant will face disciplinary action.
- If the allegations are substantiated, with adequate evidence, disciplinary measures will be taken. Support will be available for the complainant if needed.

The disciplinary actions can be:

- Verbal warning
- Written Warning
- Suspension
- Payment Cut
- Demotion
- Termination of Employment