

## ANNEXURE-IV

Questionnaire (administration/officials) regarding “Implementation of The Sexual Harassment Of Women At Workplace (Prevention, Prohibition and Redressal) Act (2013) - An Exploratory Study”

1. Name:
2. Gender:
3. Age:
4. Position held at Present:
5. Education:
6. Does your office/organization/institution have a specific Forum (the Internal Complaints Committee) to deal with sexual harassment complaints as per the Prevention of Sexual Harassment of Women at workplace Act, 2013?  
Y/N

If yes, please specify:

7. Since how long has this Committee been in existence?.
8. What is the present composition of the committee ?  
No of male and female members ---  
No of meetings held per annum ---  
Can you provide copy of minutes of these meetings?
9. What is the number of cases reported in the last 5 years?
10. What is the procedure that is adopted after a complaint is received?

11. What is the average time taken to deal with reported cases?
12. What action has been taken by the organisation based on the decision taken by the Committee.
13. Have you organized any awareness/training programme on prevention of sexual harassment in your office?
- Y/N
- 12 If yes, specify: Year --
- No. of Programmes--
13. Do you have online grievance redressal mechanism? Y/N
14. What do you think are the challenges faced by the organization in implementing the Act?
15. What steps have been taken by the organisation to provide support to the survivor of the harassment, as well as to prevent its recurrence?
16. Specify the challenges in handling the cases of sexual harassment ?
17. Any suggestions to overcome the challenges mentioned above ?

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