Over the past few years, incidents of crime against women have been on the upswing in India. More and more women are joining the urban workforce and safety of women continues to be a major area of concern, in spite of many regulations laid down by the Government.

In key economic centres of the country like Delhi, Gurgaon, Mumbai, Bengaluru, Hyderabad, Chennai and Pune, there has been an increase in the number of cases of harassment and molestation being reported. However, conviction rates are poor because of the poor judicial system, faulty methods of collecting forensic evidence and limited use of modern technology.

Most cases of sexual harassment at home, work or public places are often not reported due to cultural inhibitions in many parts of the country; where the stigma is attached to the victim rather than the perpetrator of the crime, who often gets away.

**Crime Against Women in 2017**

We, at MitKat, have been propagating the concept of Women's Safety Awareness and Self Defence training which not only increases their awareness in various potentially unsafe situations; but also teaches women how to protect themselves against a physical attack using common-sense self-defence techniques.

This Safety Handbook is another step in our endeavour towards making the environment safe for the working woman.
1. SAFETY AWARENESS
2. CRIMES AGAINST WOMEN
3. LEGAL GUIDELINES
4. SEXUAL HARASSMENT AT WORK PLACE
5. SELF DEFENCE TECHNIQUES
“FLIGHT, not FIGHT”
If you recognise a situation as potentially unsafe, run away or get away from there.

But if you can't run immediately,

DEFEND
DISARM
DISAPPEAR

You CAN and SHOULD defend yourself

If you are ALERT, you can ANTICIPATE potential problems and AVOID unpleasant situations

When in doubt SHOUT out ALOUD!
General Awareness

- Be aware of your habits, surroundings, potential attackers and his likely behaviour
- Trust your instincts
- Remember - your age and dress isn't a barrier. It CAN happen!
- Don't run from danger, run towards safety
- You can reduce your risks, not eliminate them
- If you have to fight back, you must know HOW to fight back

Tips to Stay Safe!

- Have a confident body posture, you shouldn’t appear an easy target
- Speed dial – your personal helpline is a must
- Carry emergency contact information: company HR contact, immediate family member contact, medical assistance number
- Use GPS and safety Apps on your mobile effectively
- Never move out without a fully charged mobile phone.

Vehicle Safety

- Check your car after receiving it from valet parking
- Approach your car with the keys ready
- Avoid travelling through deserted areas
- Check fuel tank
- Don’t unlock your car from a distance
Safety During Travel in Public Transport
- Remain alert. Try not to sleep - listen to music, talk to someone
- Keep your eye on the road while travelling in an auto/taxi
- If the ladies compartment is empty, board the general compartment instead
- A torch is handy if the lights go off

Travelling Out-Station
- Ensure your family members and business associates know your itinerary
- Plan your travel in such a way that your journey ends before last light
- Making sure you have enough cell phone battery life before leaving one location to last until you get to another.
- Pre-check your route before you travel in a different town. Use GPS if necessary

Safety in a Hotel
- Pre-arrange all hotel information at the destination before boarding
- Request a room with a peephole and safety chain
- Don't invite associates/strangers to your room, prefer meeting them in common areas like lobby
- Check for hidden cameras and check mirrors

Safety in Public Places
- Don't wear expensive jewellery when you are alone.
- While in changing rooms of malls, be sure to check for a two-way mirror.
- If you have a daily walking schedule, change the routes you take. Break the pattern.
- If you need to wait for a while, stay indoors rather than on road or bus stop
Safety at Social Gatherings

- Don't leave your drink unattended. If you need to move away from your drink, finish it/carry it/leave it.
- Ensure that your arrangements for drop and pick-up are made well in advance
- Inform your family/colleague/friend about whom you are with and your expected time of return
- Wear clothes that you can travel home alone in, or carry a simple change (flat shoes, a stole and leggings)

Safety at Home

- Look through the peep hole before you open the door
- Don't let your milkman, watchman enter your house; receive them at the main door
- Do not leave the door unattended
- Make sure you lock your door before turning back
- Receive your parcels at the main door
- Dress modestly when you answer the door

Social Media Harassment

- Don't ever put too many personal details on Facebook, Google, LinkedIn, or other social networking as they might get misused.
- Update your privacy settings regularly
- Virtual to real - never go alone to meet someone you met online!
- Always make two kinds of online presence: a professional presence for your colleagues and clients; and a private presence meant for socializing.

Safety Apps

Suraksha – Bengaluru Police App – available on Google Playstore
Pratisaad (ASK) – Maharashtra Police App – available on Google Playstore
FIR – Thane Police App - available on Google Playstore
Himmat App – Delhi Police App - available on Delhi Police website
According to the law in India, crimes against women can be classified as:

**Molestation**
If a man physically touches your body with a sexual overture

**Eve Teasing**
If the offender utters any sound/word or makes certain gestures or shows certain objects to insult your modesty

**Stalking**
When someone is following, contacting or attempting to contact you, despite repeated indication of disinterest from your side

**Voyeurism**
Whoever watches or captures your image while engaging in a private act, when you would expect not to be observed

**Sexual Assault**
When a woman is coerced, forced, threatened, against her will to participate in any involuntary sexual activity with a man
Sexual Harassment at the Work Place

Unwelcome sexual behaviour that negatively affects your work life

Cruelty by Husband or Relatives

Dowry demands and other related harassment

Dowry Death

Women who are murdered or driven to suicide by continuous harassment and torture by husband or his relatives

Kidnapping & Abduction

Taking away of a woman by force against her will

Rape

Sexual intercourse against a person's consent

Helpline Numbers

Mumbai Police sms Helpline for autos/taxis: 9969777888
Mumbai RPF Helpline for local trains: 9833312222
Delhi Police Nirbhaya Helpline: 8800001091
Cyberabad Women's Helpline: 9490617100/9494731100
All India Women's Helpline: 1091 (anti-stalking)
# Crime Against Women

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>SECTION</th>
<th>ACT</th>
<th>PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molestation</td>
<td>354</td>
<td>IPC</td>
<td>Minimum: One year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: Five years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and fine</td>
</tr>
<tr>
<td>Eve teasing</td>
<td>509</td>
<td>IPC</td>
<td>Imprisonment for three years and fine</td>
</tr>
<tr>
<td>Stalking</td>
<td>354(D)</td>
<td>IPC</td>
<td>Minimum: One year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: Three years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and fine</td>
</tr>
<tr>
<td>Voyeurism</td>
<td>354©</td>
<td>IPC</td>
<td>Minimum: One year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: Three years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and fine</td>
</tr>
<tr>
<td>Cruelty by husband or relative of the husband</td>
<td>498-A</td>
<td>IPC</td>
<td>Maximum: Five years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and fine</td>
</tr>
<tr>
<td>Murder</td>
<td>302</td>
<td>IPC</td>
<td>Life imprisonment and / or death with fine</td>
</tr>
<tr>
<td>Dowry death</td>
<td>304-B</td>
<td>IPC</td>
<td>Minimum: Seven years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: Imprisonment for life</td>
</tr>
<tr>
<td>Rape and Murder</td>
<td>376-A</td>
<td>IPC</td>
<td>Minimum: Twenty years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: Imprisonment for life</td>
</tr>
<tr>
<td>Attacking a woman by dangerous weapon or</td>
<td>326-A</td>
<td>IPC</td>
<td>Imprisonment for not less than 10 years</td>
</tr>
<tr>
<td>substance like acid</td>
<td></td>
<td></td>
<td>which may extent to life imprisonment and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fine not exceeding 10,00,000</td>
</tr>
<tr>
<td>Abetment to suicide</td>
<td>306</td>
<td>IPC</td>
<td>Maximum: Ten years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and fine</td>
</tr>
</tbody>
</table>
**LEGAL GUIDELINES**

<table>
<thead>
<tr>
<th><strong>Do’s</strong></th>
<th><strong>Don’ts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call police “100” or “103”</strong></td>
<td><strong>In case of rape, do not wash victim’s body or clothes.</strong></td>
</tr>
<tr>
<td><strong>Lodge an FIR at the nearest Police Station as soon as possible</strong></td>
<td><strong>If the police refuse to cooperate, don’t be rude or aggressive; tell them firmly and politely that you are aware of your rights.</strong></td>
</tr>
</tbody>
</table>

**First Information Report (FIR):** *An FIR is a written document prepared by a police officer when he receives information about a cognizable offence.*
- FIR must include all relevant details like date, time and place of the incident, identity of the accused, if any
- FIR can be lodged by a witness as well
- The police officer is bound to read out the FIR to you, preferably in your own language and confirm your assent before you sign it.
- You are entitled to a copy of FIR, free of cost
- The FIR must be duly stamped and signed by the Duty Officer.

**KNOW YOUR RIGHTS**

- Police is bound to file a report by a rape victim and listen to her grievances
- You cannot be arrested without a lady police officer or constable being present. (*CrPC Sec 51 and 100*)
- You can be searched only by a lady police officer/constable (*CrPC Sec 51*)
- Medical examination can be conducted only in presence or supervision of a female doctor (*Sec 54*)
- No arrests after sunset and before sunrise
- Throughout the process your identity can’t be revealed (*IPC Sec 228A*), applicable for rape victims
- You can’t be called to the police station for interrogation (*CrPC Sec 160(1)*)
- A woman has the right to give her statement to a magistrate in private (*CrPC Sec 164*)
Whom do you complain to?

Any women who feels that she is a victim of sexual harassment can file a complaint to her company’s Internal Complaint Committee.

What should the complaint cover?

The written (or on e-mail) complaint should contain a description of each incident(s).
- Relevant dates
- Timings and locations
- Name of the respondent(s) and
- The working relationship between the parties

What to expect from the Committee?

When it comes to redress for workplace sexual harassment, employee has a right to expect:
- A trained, skilled and competent Complaints Committee
- A time bound process
- Information confidentiality
- Assurance of non-retaliation
- Counselling or other enabling support where needed
- Assistance if the complainant opts for criminal proceedings

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**NGOs that can help**

<table>
<thead>
<tr>
<th>Human Rights Law Network</th>
<th>Lawyers Collective</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.hrln.org">www.hrln.org</a></td>
<td><a href="http://www.lawyerscollective.org">www.lawyerscollective.org</a></td>
</tr>
<tr>
<td>Contact: +91-11-24374501</td>
<td>Contact: +91-22 434 11603/604</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Commission for Women</th>
<th>Women's Research and Action Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ncw.nic.in">www.ncw.nic.in</a></td>
<td><a href="http://www.wragindia.org">www.wragindia.org</a></td>
</tr>
<tr>
<td>Contact: 011 - 26942369</td>
<td>Contact: 91-22-26674830</td>
</tr>
</tbody>
</table>
The aim of self defence is to prevent harm to yourself, cause severe momentary pain to the attacker; and make a quick getaway to a safer location, without being pursued by the attacker.

Defend Yourself

- Keep a balanced body posture so that the attacker cannot easily force you to the ground
- When in a situation of potential danger, keep your belongings lose together and tucked under your arm. Keep your master hand free to defend yourself
- Practice defensive techniques regularly with friends/family/colleagues to keep yourself ready
- Remember to shout NO loudly. It attracts attention of others, scares the attacker and gives you confidence
- Aim for the vulnerable parts of the attacker's body
- Aim and strike! The strike should be with maximum force to inflict severe pain on the attacker so that he's dissuaded from pursuing you further
- Remember – Hit hard!! He was trying to harm you
- Do not stay back to beat the attacker to a pulp – escape to a safe place

Hit Where it Hurts

- Using the base of your palm as a weapon  
  Targets: nose, jaw, throat
- Elbow strikes  
  Targets: face, jaw, solar plexus
- Using your knee as a weapon  
  Target: groin
- Leg kick & heel stamp  
  Targets: knee, shin and toes

“MitKat’s unique Women’s Safety Awareness and Self Defence Training teaches you practical and simple self-defence techniques”
Common Questions about Pepper Spray

1. *Is pepper spray legal in India? Can i get punished for using it?*
   A. Pepper spray is legal in India, provided you use it for self defence. However, you should also check if your company has a policy about it.

2. *Is it dangerous? Will it kill or harm a person?*
   A. Pepper spray temporarily incapacitates (Indian pepper spray's are made of natural chilly extracts). Remember, the person you are using it against was trying to harm you!

3. *Where can I buy it?*
   A. You can buy it in medical stores or even order online. Some of the common brands are “Knock out” and “Cobra”.

4. *Can I carry it on flights with me?*
   A. It is advisable to put it in your check in baggage; airports do not permit it in the hand baggage.

5. *Is there anything else I need to know about pepper spray?*
   A. Keep it away from children who may accidentally use it and if you have to use it, spray it away from you at arm's length.

What's in Your Purse (Potential Weapons) ?

- Pen
- Pencil
- Nail filer
- Bangles
- Comb
- Scarf
- Ear phones
- Deodorant
- Pins
- Keys
- Phone charger
- Mobile phone
MitKat's Women's Safety Training

We have evolved a unique Women's Safety Awareness and Self-Defence Training session; which has already been effectively used for training women in various corporate entities.

Module 1: Evasion, Avoidance and Deterrence (this would be an interactive discussion cum presentation)

Module 2: General self-defence training (this would be a practical session with demonstrations and full participation by all trainees)

Module 3: Using common implements and accessories for protection (this would be a practical session with demonstrations)

According to your organisation's requirement, we can tweak the content, duration and methodology.

Our Other Trainings

- Women Safety Awareness and Self-Defence Training
- Prevention of Sexual Harassment at Workplace (POSH)
- Gender Sensitisation for Male Employees
- Employee Safety Training for Men
- Fire Safety Training
- Training for Fire Marshals/Wardens
- First Aid Training
- Safe Driving Training
- Workplace Ergonomics Training
- Crisis Simulation
- Executive Protection Training
- Security Sensitisation for CXOs

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Thanks, Mitkat, for publishing the Women Safety book, a must read for all women, information expressed in formal & systematic language. GACS can play a major role in disseminating this information among Corporates through their distinguished members. I congratulate both Mitkat & GACS for taking up this noble cause to provide safe working environment.

Women Safety and Security is an important topic. We have a fairly significant women workforce particularly in the service sector in India and is on the priority list of most corporate services professionals so it makes a lot of sense for GACS to align with this. The handbook not only lists out the Do's and Don'ts's to follow but gives a good summary of the India laws on women safety and steps to take when faced with a situation.
In today's corporate world where women workforce plays a significant role, to ensure them the freedom of thought and liberty to work in a safe and secure environment, it is imperative that all corporates, big or small ensure the safety of this women workforce. By ensuring strong and effective policies to ensure the safety of working women is the need of hour. This document will go long way in guiding the decision makers to follow the best possible practices that will ensure the safety and security of our women colleagues.

Women who created and shaped men being his mother, sister, wife, relatives, daughter and friend... have equal rights of dignity, equality and freedom from gender determination need to be strong enough to know and fight for their right in order to remove fear factors associated with her.
Today, we renew our pledge to make women an equal and integral part of our development journey. The Government has initiated several measures aimed at bringing about a positive change in the lives of women and we (GACS) also ensure that the message is spread to all corporate stake holders and we must walk shoulder to shoulder to end all forms of discrimination or injustice against women.

Women Safety is a Mandatory component of today's working environment & with the focus gets stronger it is imperative to harp on the essentials on this subject. This booklet will certainly give the leaders a vision and a roadmap to create a safe working environment for all our colleagues.
Women irrespective of the role they play and where they play, always has a significant impact. There is no area untouched where Women have not shown their prowess. Hence, their Safety should be the utmost priority. Commendable job done by Mitkat in getting all the elements of Women Safety stitched together in a book. Now the responsibility lies on all of us to ensure that it gets applied and implemented with clear actions. Let's Make Things Better Together.

The MitKat Advantage

- Training designed by ex-special forces and ex-military team
- Training conducted by experienced women trainers
- Customised to locations and company profiles
Information Services
- Risk Monitoring and Threat Intelligence
- Research on Demand
- Advisory and Protective Intelligence Services
- Travel Risk Management
- Command Centre Support
- External Environment Management
- 24x7 Helpline

Security Consulting & Design
- Threat Vulnerability Risk Assessment
- Security Engineering and Design
- Project Management
- Critical Infrastructure Protection
- Safety and Security Audits
- Event Security and Executive Protection
- Security Transformation and Cost Optimization

Cyber Security & Resilience
- Security- Advisory, Implementation and Sustenance
- Embedded Cyber Security Managers
- BCM-Advisory, Implementation and Sustenance
- Managed Security Services (MSS)
- NexGen SOC

Workforce Development
- Training
- Simulations and Exercising
- Play Books and Manuals
- Veteran Empowerment and Transition
- Skills and Entrepreneurship Development

Integrity Risk Management
- Business Intelligence
- IPR investigations
- Fraud Risk Management
- Due Diligence

Managed Services
- Embedded Security leadership
- Security Operations Centre
- Operational Support in Challenging Environment
- Emergency Response
- India Entry Support

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Offices

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511 Ascot Center, Near Hilton Hotel, Andheri (E), Mumbai – 400 099, T: +91 22 2839 1243

Delhi NCR
Suite# 009, 4th Floor, Time Square, Sushant Lok – 1, Gurgaon – 122 002, T: +91 124 455 9200

Bengaluru
127, 2nd Cross, 6th Block, Koramangala, Bengaluru – 560 095, T:+91 80 255 03300

Singapore
101, Cecil Street, #23-12, Tong Eng Building, Singapore - 069 533, T: +65 8171 7554