



# Women Safety Handbook

{Abridged Version}

# Why this handbook?

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.



Data updated upto January 2016

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.

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## “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,



You **CAN** and **SHOULD** defend yourself



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

When in doubt **SHOUT** out **ALLOUD!**

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## 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



## **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
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## **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.

According to the law in India, crimes against women can be classified as:



## Molestation

If a man has 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: 1098 (anti-stalking)

## Crime Against Women

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

Do's	Don'ts
 Call police "100" or "103"	 In case of rape, do not wash your Body or Clothes.
 Lodge an FIR at the nearest Police Station as soon as possible	 If the police refuse to cooperate, don't be rude or aggressive; tell them firmly and politely that you are aware of your rights

**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 the police in private **(CrPC Sec 164)**

# SEXUAL HARASSMENT AT THE WORK PLACE

## 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).

It should include:

- 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

## NGOs that can help

Human Rights Law Network  
[www.hrln.org](http://www.hrln.org)  
Contact: +91-11-24374501

Lawyers Collective  
[www.lawyerscollective.org](http://www.lawyerscollective.org)  
Contact: +91-22 434 11603/604

National Commission for Women  
[www.ncw.nic.in](http://www.ncw.nic.in)  
Contact: 011 - 26942369

Women's Research and Action Group  
[www.wragindia.org](http://www.wragindia.org)  
Contact: 91-22-26674830

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 close 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
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## 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

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- 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
- Defence Driving Training
- Workplace Ergonomics Training
- Crisis Simulation
- Executive Protection Training
- Security Sensitisation for CXOs

# 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

## MITKAT ADVISORY SERVICES A PREMIUM RISK MANAGEMENT CONSULTANCY

### Consultancy

Geo-Political Risk Management  
Physical & Environmental Security  
Information Security  
Business Resilience  
Integrity & Assurance  
Social Risk Management

### Services

Operational Security Services  
Entry Support into  
Challenging Environments  
Oil & Gas Services

### Technology

Homeland Security  
IT Advisory  
Info Sec

### SEED

Education  
Skills  
Entrepreneurship

### Offices

#### Mumbai

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

#### Delhi NCR

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

#### Bengaluru

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

#### Singapore

101, Cecil Street,  
#23-12,  
Tong Eng Building,  
Singapore - 069 533  
+65 6224 2589

### Representative Offices

Pune

Kolkata

Baroda

Patna