



HINDUSTAN ORGANIC CHEMICALS LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

HR/ICC/2023/

June 14, 2023.

C I R C U L A R

Internal Committee -Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 .

The Internal Committee is re-constituted as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 with the following members:

- | | | |
|---|---|-------------------|
| 1. Smt. Sindhu. D, GM(F&S/QC) | - | Presiding Officer |
| 2. Smt. Sini V V, Materials Dept. | - | Member |
| 3. Smt. Sheeba V M, HR Dept. | - | Member |
| 4. Smt. Sangeetha Sasi, MSS Dept. | - | Member |
| 5. Sri. P H Zubair, GM(Marketing/FPS) | - | Member |
| 6. Sri. K V Vinodhkumar, W.O | - | Member |
| 7. Dr.Raseena Padmam, Retd. Professor & former
Director of School of Behavioural Science,
M G University, Kottayam. | - | External Member |

The Committee shall discharge its duties and responsibilities as per the above Act.

Complaints on sexual harassment at workplace, if any, is to be directly reported to the Internal Committee within a period of three months from the date of incident. The Committee will enquire into the complaints and submit its report to the Management within a period of 10 days from the date of completion of the enquiry for further action on the matter.

The term of the Committee will be three years effective from the date of issue of this order.

This issues with the approval of the Competent Authority.

(एमजे जगदीश M. J. JAGADEESH)

सीजीएम(एमएसएस/अभि/एचआर)&एफएम CGM(MSS/ENGG./HR) & FM

To

All Committee Members
All HODs

CC: CMD, D(F)