

KRISHAK BHARATI COOPERATIVE LIMITED

Human Resource Department, Surat

HP/19/IR/69/2016

Date: 26/12/ 2016

CIRCULAR No. 1085

Sub: Constitution of 'Internal Complaints committee'

To ensure safe working environment for women and in compliance to The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Management has re-constituted "Internal Complaints Committee" for Plant, Surat, which shall held office w.e.f. 30/12/2016, as under:

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|---|-------------------|
| 1. Dr. Varsha P Maradia, Sr. Medical officer | Presiding Officer |
| 2. Shri Pankaj Tayal, AGM(P) | Member |
| 3. Shri Lakshyapal Singh, Sr Officer(Legal) | Member |
| 4. Ms. Jasmin G Khilawala, Legal Professional | Member |

Any aggrieved female employee of KRIBHCO may make in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

Sexual harassment includes any or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- 1) Physical contact and advances; or
- 2) A demand or request for sexual favours; or
- 3) Making sexually coloured remarks; or
- 4) Showing pornography; or
- 5) Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature.

This Circular is issued for information of all concerned.

This issues with the approval of Competent Authority.


(N K Sahoo) 26/12/16

General Manager (HR)

CC: All Notice Boards
All Lotus Notes Users
GS-KOA, GS-KKS
ED(HR) - HO