GOA SHIPYARD LIMITED

CMD/04 /2019 Dated 29 Jan 2019

COMPLAINTS COMMITTEE FOR ENQUIRING INTO COMPLAINTS OF SEXUAL HARASSMENT

1. Further to CMDs Memo No: CMD/34/2015 dated 16 Sep 2015 (enclosed), the complaints committee is hereby reconstituted as under. The guidelines with regards to mechanism for dealing with complaints about the sexual harassment in workplace issued vide above memo remain unchanged.

Sl No	Name		Contact Telephone number
1	Ms Chhaya Jain Addl General Manager (CS)	Chairman	EPBX Extn: 2403
2	Mr Ashish U Dhuri Manager (Legal)	Member	EPBX Extn: 2406
3	Ms Vanda A. Maria Fernandes Dy. Manager (PR)	Member Secretary	EPBX Extn: 2226
4	Ms Surekha T Gaonkar Emp No: 72636	Member	EPBX Extn: 2241
5	Mr Rupesh K Satardekar Emp No: 2785	Member	EPBX Extn: 3137
6	Ms Placida Rodrigues Emp No: 1984	Member	EPBX Extn: 2232
7	Ms Pamela D'Costa Kripa Foundation, Anjuna,Goa	Member	Mobile No: 9822176849

Vasco-da-Gama,

Chairman & Managing Director

D-4

Encl: a/a

GOA SHIPYARD LIMITED

CMD/ 34 / 2015 dated 16 Sep 2015

Mechanism for Dealing with Complaints about Sexual Harassment in Workplace.

Pursuant to the guidelines issued by the Ministry of Defence, Department of Defence Production vide Letter No 23 (81) 2015/D (NS-I) dated 14 Aug 2015 and Government of India Gazette Notification No 18 dated 23 Apr 2013, it has been decided to constitute a mechanism for dealing with complaints about sexual harassment of women in the workplace. These guidelines will operate until and unless they require amendments due to further orders from MoD / Government.

2. A Committee, hereinafter called 'Internal Complaints Committee' is constituted consisting of the following members:-

Sl No	Name		Contact Telephone Number
1	Ms Mereen Boby John DGM (QA)	Chairman	EPBX Extn: 2386
2	Mr Kishor Manohar Samant DGM (Legal)	Member	EPBX Extn: 2406
3	Ms Vrushali A Shet Manager (HR)	Member Secretary	EPBX Extn: 2309
4	Ms Prabhavathi Reuben Emp No; 72132	Member	EPBX Extn: 2459
5	Mr Amar P Fadte Emp No: 2630	Member	EPBX Extn: 2373
6	Ms Anita S Phadte Emp No; 1539	Member	EPBX Extn: 5158, 2203
7	Ms Juliana Lohar Anyay Rahit Zindagi (ARZ) Vasco	Member	Mobile No: 9850962390

3. The committee is to be guided by the provisions of Gazette of India dated 23 Apr 2013 for its functioning.

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4. As per the Sub-Section (5) of Section 4 of Gazette Notification following is to be implemented:-

Where the Presiding Officer or any Member of the Internal Committee.

a) Contravenes the provisions of section 16 *or*

b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him *or*

c) Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him *or*

d) Has so abused his position as to render his continuance in office prejudicial to the public interest.

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

5. GSL is to ensure the following as per Chapter VI of the Gazette notification:-

a) Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.

b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting, the Internal Committee under sub-section (1) of Section 4 of the Gazette Notification.

c) Organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed.

d) Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting an inquiry.

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e) Assist in securing the attendance of respondent and witnesses before the Internal Committee as the case may be.

f) Make available such information to the Internal Committee as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9 of Gazette notification.

g) Provide assistance to the women if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or nay other law for the time being in force.

h) Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.

i) Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.

j) Monitor the timely submission of reports by the Internal Committee.

6. The committee constituted as per the Para 2 above shall hold office for a period not exceeding three years from the date of their nomination. All representatives will attend the meeting as scheduled. Member Secretary will ensure quarterly meetings. Minutes of the meeting will be promulgated. Chairman may convene early meeting, in case of an emergent need. On resignation/retirement of the members, they are to intimate to their HODs who are to nominate suitable reliefs. Member Secretary to co-ordinate and get the memo amended on time.

7. The complaints committee will ensure that the enquiries are kept confidential and that no bias or prejudice is caused to any of the persons involved.

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8. On conclusion of the enquiry, which should be expeditious, and in any case not later than 15 days from the date of the first meeting, the complaints committee is to render its report to the HOD (HR & Admn) in a sealed envelope marked 'Confidential '. The report shall state whether, in the opinion of the committee, any prima facie case exists in the complaint.

9. Thereafter, the HR & Admn Department will forward the report along with its comments to the Disciplinary Authority, at the earliest, but not later than five working days of receipt of the report. The Disciplinary Authority will then decide the further course of action to be followed under the Company's rules applicable to officers / workmen / staff.

10 The HR & Admn Department will ensure that appropriate action is taken based on the report and that it is followed up to its logical conclusion.

11. The committee should meet every quarter even if no live cases are available, to review the preparedness and fulfill the requirements of the Apex Court judgement in Vishakha case.

12. The member appointed from the NGO shall be paid fees and allowance, as approved by the Competent Authority from time to time.

13. The committee is required to make an annual report to the Ministry of Defence, Dept of Defence Production & Supplies, New Delhi – 110 011, regarding the complaint/s received and action taken by them. The HR & Admn Department will ensure that the complaints committee submits the annual report to the Ministry.

14. This supersedes earlier Memo No: CMD/45/2000 dated 14 Aug 2000, CMD/14/2010 dated 25 Mar 2010 and CMD/21/2010 dated 15 Jun 2010.

Vasco-da-Gama

Dist: D-4

Chairman & Managing Director