

CONSTITUTION OF ICC FOR CONSIDERING COMPLAINTS OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AT GSL

In compliance with the instructions of Ministry of Defence, Department of Defence Production, Goa Shipyard Limited has duly constituted a Complaint Committee for considering complaints of sexual harassment of women working in GSL.

Composition of Internal Complaints Committee (GSL) along with Contact details is as follows:

<u>Sl. No.</u>	<u>Name</u>		<u>Email Address</u>	<u>Contact Number</u>
1	Mrs. Bindhu Abraham	Chairman	bindhuabraham@goashipyard.com	Mobile: 9422442939 Extn: 4242
2	Mrs. S. Premalatha	Member Secretary	spremalatha@goashipyard.com	Mobile: 9423819888 Extn: 4343
3	Mr. Ashok Kumar Sahoo	Member	ashoksahoo@goashipyard.com	Mobile: 8459278843 Extn: 4101
4	Mrs. Smita S. Amonkar	Member	-	Extn: 2234
5	Mr. Babu Hosmani	Member	-	Extn: 4666
6	Mrs. Rashmi	Member	-	Extn: 4672
7	Mrs. Asha Vernekar, NGO Member for GSL	Member	-	Mobile: 9096000195

COMPLAINT PROCEDURE:

1. Victim/Complainant has to make a written complaint to IC Committee.
2. Once ICC receives the written complaint, ICC has to check the Identity of the complainant.
3. Check if the allegations fall in the definition of Sexual Harassment as per POSH Act 2013.

4. The complaint has to be filed within three months from the last date of incident.
5. ICC has the discretionary power to give further extensions of 03 months.
6. ICC has to speak to both the parties the complainant & respondent. ICC should ensure that this is done within the period of seven days from the date of filing of complaint and within 10 working days they should file their written responses.
7. ICC will follow-up with the complainant on her choice of redressal option.
8. Examination of complaint, respondent and witness by IC committee. Opportunity to be given to question each other in front of IC committee.
9. Calling the parties or witnesses for further clarification before concluding.
10. The above mentioned procedures need to be completed within 90 days from the receipt of date of written complaint.
11. Enquiry report :- ICC needs to prepare a enquiry report with recommendations. The reports needs to be generated and forwarded to the management within 10 days after completion of the enquiry procedure at Sl.10.
12. The employer gets 60 days to execute the ICC Recommendations.

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