

**Balmer Lawrie & Co.Ltd**  
Corporate Human Resource Department

File No. BL/CHRD/ICC

Date : 01.08.2017

Sub: - Constitution of Internal Complaints Committee – “The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act,2013”

In terms of Section 4 of “The Sexual Harassment of Women at workplace(Prevention, Prohibition and Redressal), Act 2013”,an Internal Complaints Committee has been constituted for Eastern Region to provide protection against sexual harassment of women and for prevention and redressal of complaints of sexual harassment and matters connected on incidental thereto.”

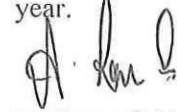
The constitution of Internal Complaints Committee for Offices/Factories/Establishments in Eastern Region is as under:-

Ms.Kavita Bhavsar, Company Secretary	-	Presiding Officer
Mr.Partho Chatterjee, VP [HR]	-	Member
Dr.Meenu Sareen, Consultant-HR & Communications	-	Co-opted Member
Ms.Mohar Mukhopadhyay, Head [Corp. Communication]	-	Member

Any aggrieved woman employee can file a written complaint of sexual harassment at work place to the Presiding Officer of the Internal Complaints Committee within a period of three months from the date of incident. The time limit, however, can be extended by the Internal Complaints Committee by further three months if the circumstances so warrant which prevented the woman employee from filing a complaint within the stipulated time. The Internal Complaints Committee shall render all assistance to the woman employee concerned for filing a written complaint.

Each member in the Internal Complaints Committee shall hold office for a maximum period of three (3) years.

The presiding Officer of the Internal Complaints Committee is required to submit an annual report (including ‘Nil’ report) to the Sr. Vice President (HR) within one month of the close of the calendar year.



[A.Ratna Sekhar]  
SVP [HR]

Copy to

- a) C&MD/D(HR&CA)/D(M)/D(S)/D(F)/CVO
- b) All COOs/SVPs/HoDs in Eastern Region
- c) CM[HR]-RHR EAST
- d) Notice Board at HO & HRC
- e) All Members of the Internal Complaints Committee-with a copy of the Act for information