



ORDER CONSTITUTING INTERNAL COMPLAINT COMMITTEE

Consequent to the enactment of the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 ("Act") and in pursuance of the provisions of Section 4 of the Act, an Internal Complaints Committee ("ICC") must be constituted in every establishment/ workplace.

Accordingly, with regard to the above Act and for the effective enforcement of the Act, Indevia Accounting Private Limited ("Company"), having its registered office at Office No.104, 1st floor, Sanjay Building No. 2, Andheri Kurla Road, Marol Andheri East, Mumbai – 400059, Maharashtra, India. has constituted the ICC, which shall be effective from 21st May, 2021. The ICC shall receive complaints from the employees of the Company from all offices in India.

Composition:

The Committee consists of a Presiding Officer, Members from amongst the employees and also a member from non-government organization or association committed to the cause of women or person familiar with the issue of sexual harassment.

The Presiding Officer and the Members of the ICC shall hold office of the ICC for a period of 3 years with effect from date of this order and shall terminate on completion of three years and/or on their resignation/termination as an employee of the organization, whichever is earlier.

The members of the ICC are:

Sr. No.	Name	Contact No.	Email Id
1	Ms. Anchalina Mathew (Presiding Officer)	+91 8879199224/9820202767	angelam@indevia.com
2	Ms. Wendy Ann McGuire (Member)	001 619-823-4701	wendy@indevia.com ; wendy@ganoshgourmet.com
3	Mrs. Trupti Majalkar (Member)	+91 9930690257	truptim@indevia.com
4	Mrs. Pournami Nishant (Member)	+91 9930502551	pournamin@indevia.com
5	Mr. Dinesh Gogavale (Member)	+91 9920179289	dineshg@indevia.com
6	Ms. Pranita Patil (Member)	+91 9833779243	pranitap@indevia.com
7	Ms. Varsha Salian (Member)	+91 8652045972	varshas@indevia.com



8	Mr. Damodar Adepu (Member)	+91 97734408024	damodara@indevia.com
9	Ms. Aisha Siddika Rehman (Member)	+91 8898167247	aishar@indevia.com
10	Ms. Neha Kedia (External Member)	022 4213 9595	neha@complykaro.com

Objectives:

The objectives of the ICC are:

- Make recommendations to the employer for changes in the Rules of the company if required, with regards to procedures for the resolution, settlement and prosecution of acts of sexual harassment against women at workplace;
- Deal with cases of sexual harassment against women at the workplace, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment in accordance with the provisions of the Act;
- Conduct inquiry into the complaint; make recommendations to the employer for appropriate reliefs and actions to be taken during the pendency of an inquiry and on completion of an inquiry on the basis of its finding;
- Prepare an annual report in accordance with law and submit the same to the Company and district officer.

Procedure for Approaching ICC

- An aggrieved woman/ complainant/ victim may file a written complaint (six copies of the complaint along with the supporting documents, name and address of the witnesses) preferably within 15 days but not later than 3 months from the date of the incident or from the date of the last incident in case of series of incident.
- The ICC at its sole discretion for reasons to be recorded in writing may extend the said time limit by such period, not exceeding 3 months, if it is satisfied that the circumstances were such which prevented the aggrieved woman from filing a complaint within the aforesaid period.
- Where an aggrieved woman is unable to file a complaint on account of her physical incapacity, complaint on her behalf may be filed by her friend, co-worker, officer from National Commission for Women or any person who has knowledge of the incident.
- Where an aggrieved woman is unable to file a complaint on account of her mental incapacity, the complaint on her behalf may be filed by her relative or friend, a special educator, a qualified psychiatrist or psychologist or the guardian / authority under whose care she is receiving treatment or care; any person who has knowledge of the incident jointly with her relative, or a friend or a special educator, or a qualified psychiatrist or psychologist or the guardian / authority under whose care she is receiving treatment or care.



- Where an aggrieved woman is unable to file a complaint due to any other reason, a complaint may be filed, with her written consent, by any person who has knowledge of the incident.
- Where an aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the legal heir of the aggrieved woman.
- An aggrieved woman may file a complaint with any member of the ICC and ICC must provide full assistance to the aggrieved woman with any matter related to it.

As per the Act, "sexual harassment" includes any one or more of the following unwelcome act or behavior (whether directly or by implication) namely :-

- Physical contact and advances; or
- Demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; and
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may also amount to sexual harassment:

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- implied or explicit promise of preferential treatment in her employment; or
- implied or explicit threat of detrimental treatment in her employment; or
- implied or explicit threat about her present or future employment status; or
- interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- humiliating treatment likely to affect her health or safety.

For Indevia Accounting Private Limited,


Dev Purkayastha
CEO