

Policy on Prevention of Sexual Harassment at Workplace

HR Policy:	Policy on Prevention of Sexual Harassment at Workplace
Updated On: 01-Jan-23	Circulated to: All Employees
Reviewed by: Ajay Tripathi 	
(CHRO)	

INDEX

1. Introduction	3
2. Scope and Applicability	3
4. Definitions	4
6. Internal Complaints Committee	6
7. Procedure for Lodging complaint	8
8. Procedure for Inquiry	9
9. Relief available during pendency of inquiry	10
10. Informing the Police	11
11. Other Points for consideration	12
12. Punishment	12
13. Confidentiality.	12
14. Appeal	13
15. Responsibility of ReNew Group	13
16. Responsibility of an employee	13
17. Annexure 1: Complaint of Sexual Harassment	14
18. Annexure 2: Format of Closure Report	16
19. Annexure 3: Format of the Half-yearly report on status of cases	17

INTRODUCTION

Sexual harassment at workplace is against the dignity of a woman, outrages her modesty and right to work in a safe environment. It is a constitutional right governed under Article 14 & 21 of the Constitution of India. In India it is the Act, which deals with Sexual Harassment at Workplace.

The Hon'ble Supreme Court of India in *Vishakha & Ors vs. State of Rajasthan*, states that sexual harassment includes unwelcome sexually determined behaviour such as: physical contact, a demand or request for sexual favour, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. This may advance into the harassment domain when it is not consensual. Subsequent to the aforesaid judgement being delivered by the Hon'ble Supreme of India since these were just guidelines dealing with the issue, thus, an act was passed namely the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules ,2013" ("the Act").

. The objectives of the said Act are as under-

- The Act will ensure that women are protected against sexual harassment at the workplace. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth'
- The Act seeks to provide a secure and enabling environment for women employees, including domestic workers, against sexual harassment at the workplace. The Act makes it mandatory for all workplaces, including homes, universities, hospitals, government and non-government offices, factories, other formal and informal workplaces to constitute an internal committee for redressal of complaints.

1. SCOPE & APPLICABILITY

- a. This policy shall substitute and replace the existing policy on prevention of sexual harassment of ReNew Group (defined below) from the date on which this policy comes into force.
- b. This policy is applicable to all ReNew Group of Companies ("ReNew Group" which shall mean to include ReNew Power Ventures Private Limited ("RPVPL or Company") and any subsidiary company of RPVPL as defined under sub - section 87 of Section 2 of the Companies Act, 2013). Further, this policy has been introduced to comply with the provisions of the Act and to take any and all necessary preventive, protective and remedial measures, to make the workplace safe for women.
- c. ReNew Group is an equal employment opportunity employer and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.
- d. This policy covers every "Employee" of ReNew Group (includes, regular, temporary, ad-hoc or daily wages basis), consultants, interns, volunteers, suppliers, clients, retainers/contractors and third parties associated with ReNew Group while at working in the office premises/ sites or otherwise in work related activities.

- e. The policy is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.
- f. Notwithstanding anything stated elsewhere in this policy, this policy shall be subject to the provisions of the Act. Further, for those matters which are not explicitly set out in this policy the relevant provisions of the Act shall apply.

2. DEFINITIONS

- a. "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 including any statutory amendment or re-enactment thereof.
- b. "Aggrieved 'Woman'", means, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of Sexual Harassment at ReNew Group workplace by the Respondent.
- c. "Chairperson" means the chairperson of the Internal Complaints Committee nominated by the CEO.
- d. "Aggrieved Person", means, a person, of any gender or having any gender identity, of any age, whether employed or not, who alleges to have been subjected to an act of Sexual Harassment at ReNew Group workplace by the Respondent.
- e. "Employee" includes a person employed at a workplace for any work (on regular, temporary, probationer, trainee, apprentice ad hoc or daily wage basis) either directly or through an agent (including a contractor with or without the knowledge of the principal employer) and whether he/ she is paid remuneration or not or working on a voluntary basis or otherwise and includes a contract worker.
- f. "Employer" means the person responsible for the management, supervision, and control of the Workplace. President and CEO of the company shall be considered as Employer for the purpose of this policy.
- g. "Internal Committee" means an internal complaints committee constituted/ formed to investigate complaints of Sexual Harassment and make appropriate recommendations to the CEO of ReNew Group.
- h. "Respondent" means a person against whom an Aggrieved Woman has made a complaint of Sexual Harassment.
- i. (1) "Sexual Harassment" includes but is not limited to such unwelcome acts or sexually determined behaviour (whether directly or by implication) as follows:
 - i. Any physical contact and advances; or
 - ii. A demand or request for sexual favours; or

- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Writing sexually loaded letters/ emails/ SMS; or
- vi. Any other unwelcome, physical, verbal/ non-verbal conduct of sexual nature.

(2) The following circumstances, if it occurs or is present in relation to any act or behaviour of sexual harassment may amount to sexual harassment:

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

(3) Whether an act or conduct would amount to 'sexual harassment' is dependent on the specifics of the act and the circumstances. The following is an indicative list of conduct that could be considered as sexual harassment:

- i. Unwanted sexual advances or proposal. ii. Pestering for dates or receiving unwelcome sexual suggestions or invitations.
- ii. Making sexual gestures.
- iii. Displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
- iv. Making or using derogatory comments, comments about a person's body or dress, slurs, epithets, or sexually suggestive jokes
- v. Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes, or invitations.
- vi. Physical conduct such as unwanted touching, assault, impeding or blocking movements
- vii. Sexually tinted remarks, whistling, staring, sexually slanted and obscene jokes, jokes causing or likely to cause awkwardness or embarrassment.
- viii. Subtle innuendoes or open taunting regarding perfection, imperfection, or characteristics of physical appearance of a person's body or shape.
- ix. Suggesting or implying that failure to accept a request for a date or sexual favours would adversely affect the individual in respect to performance evaluation or promotion.
- x. Explicitly or implicitly suggesting sexual favours in return for hiring, compensation, promotion, retention decision, relocation, or allocation of job/ responsibility/work.
- xi. Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to a person

belonging to the other sex, only on the ground of such individual providing or refusing sexual favours

- j. "Workplace" includes:
 - i. Any department, office, branch or unit of the company.
 - ii. Any place visited, due to official work either by any medium of transportation by any employee arising out of, or during the course of employment including the transportation provided by the company for undertaking such journey.
 - iii. The policy applies to all workplaces, working environments (includes work from home and Online meetings), and extended workplaces including team events, client dinners, company celebrations, business trips, transportation, and all premises of the Company. (annexure). It is important to note that whether harassment has occurred or not, does not depend on the intention of the people but the experience of the aggrieved individual.

3. INTERNAL COMPLAINTS COMMITTEE

- i. ReNew Group has, by a written order constituted an IC to oversee the implementation of this policy and to investigate and redress any complaint of Sexual Harassment. In addition, it is pertinent to note that where the offices or administrative units of ReNew Group are located at different places or divisional or sub - divisional level, the IC is being constituted at all administrative units and offices of the ReNew Group.
- ii. The IC shall comprise of 5 members as set out below -
 - (a) One senior level woman employee who shall be nominated as 'Presiding Officer' or Chairperson of the IC
 - (b) Three Employees (out of which at least two employees shall be women employees of ReNew Group)
 - (c) For complaints relating to any site other than the Head office, out of the aforesaid three employees, as specified in clause (b), one member shall be from amongst the Regional IC POCs identified for that purpose.
 - (d) External Member who can be a lawyer or belonging to a non - governmental organization which works on issues on gender / Women's Association Representative.

For the avoidance of doubt, it is hereby clarified that at all times the IC shall have two female members. However, the overall representation of woman in the IC shall be at least 50% at all times.
- iii. A minimum of 3 Members of the IC including the Presiding Officer should be present to conduct an inquiry.
- iv. The committee is responsible for:
 - a. Receiving complaints of sexual harassment in the workplace.
 - b. Initiating and conducting an inquiry as per the established procedure.

- c. Submitting findings and recommendations of the inquiry.
 - d. Coordinating with the employer in implementing appropriate action.
 - e. Maintaining strict confidentiality throughout the process as per established guidelines.
 - f. Submitting annual reports.
-
- v. The members appointed by the IC shall hold office for a period not exceeding 3 (three) years from the date of their nomination as specified. The CEO of ReNew Group shall have the power to remove and replace the members of IC in accordance with the provisions of this policy and the Act.
 - vi. The IC shall meet twice a year in addition to the meetings to deal with the complaints and related issues that may arise. All the proceedings of the meetings shall be recorded and signed.
 - vii. For the purpose of making an inquiry under sub-section (1), the Internal Committee shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters-
 - (a) summoning and enforcing the attendance of any person and examining him on oath
 - (b) requiring the discovery and production of documents
 - (c) any other matter which may be prescribed.
 - viii. The IC shall take steps to publicize this policy widely, especially through standees, newsletters, notices on boards etc. and to plan and carry out programmes for gender sensitization by conducting workshops & training sessions.
 - ix. The IC shall be sole forum to deal with complaints about sexual harassment, including receipt of complaints, screening, conciliation, conducting formal inquiry and to recommend penalties to the management and follow-up action and monitor the same.
 - x. The IC shall also have the power to direct arrangements for interim protection measures of the complainant such as leave, restrain order, relocation, counselling, security, and other assistance to the victim if he/ she so requests.
 - xi. The names and contact details of the IC members shall be notified/ posted on the ESS portal, or any other accessible medium of communication and at a conspicuous place in the Workplace. Pursuant to this Policy, a new ICC shall be constituted which shall substitute the internal complaints committee functioning under the earlier sexual harassment policy with effect from date of approval of this policy.
 - xii. In the event that any of the members of the IC is a Respondent or a Complainant in a complaint filed before the IC, such member shall be removed from the IC till the inquiry filed is completed and the IC has delivered its recommendations in that regard. After the inquiry and IC hearings being carried out and based on the recommendations provided by the IC, the Respondent, or the Complainant, as the case may be, may or may not be reinstated as a member to the IC.
 - xiii. In addition to the aforesaid, the IC shall prepare an annual report on the number of complaints received, details of recommendations made, time taken, details of gender sensitization

measures taken such as number of workshops & training sessions organized. The said report will be submitted to the Chief Human Resources Officer who in turn will share it with the CEO/ the government as required under the Act.

4. PROCEEDURE FOR LODGING COMPLAINT

- i. Any / Aggrieved Person (hereinafter referred to as the “Complainant”) may make, a complaint (in writing) of Sexual Harassment against an Employee/ third party ("Respondent") with any of the members of the IC.
 - a. Where such complaint is not made in writing, the Presiding Officer, or any Member of the IC, as the case may be, shall render all reasonable assistance to the Complainant for making the complaint in writing.
 - b. If the Aggrieved Woman is unable to make a complaint because of her physical or mental incapacity, death or otherwise then such other person as authorized under the Act may make a complaint.
 - c. The Complainant can make/ lodge the complaint of Sexual Harassment with the IC within a period of three (3) months, from the date of occurrence of the alleged incident and in case of a series of incidents, within a period of three (3) months from the date of last incident. Provided further that the Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
- ii. At the time of filing the complaint, the Complainant is required to submit to the IC one copy of the complaint in the format prescribed in Annexure -1 along with supporting documents and evidence supporting the said matter.

In case a department head/ a member of the Human Resources team receives an oral complainant of sexual harassment at the Workplace, the Aggrieved Woman making the complaint must be informed in writing to make a written complaint to the Presiding Officer and shall render all reasonable assistance to the woman for making the complaint in writing.

In addition, if any department head/ member of the Human Resources team receives a written complaint of sexual harassment at the Workplace the same should be forwarded to the Presiding Officer.

iii. Procedure after receiving complaint:

- a. On receiving the complaint from the Complainant, if the Presiding Officer is of the opinion that prima facie no case of Sexual Harassment at the Workplace is made out, the Presiding Officer shall inform the Complainant in writing stating reasons within 7 days of receiving the complaint.

- b. If in the opinion of the Presiding Officer prima facie a case of Sexual Harassment at the Workplace is made, a copy of the complaint received by it along with supporting documents and list of the witnesses will be sent to the Respondent, within 7 working days of receiving the complaint.

iv. Conciliation on the request of the Complainant:

- a. Notwithstanding anything to the contrary contained in this policy, if the Complainant makes a request to the IC for a settlement, the IC, before initiating an inquiry, will explore the possibility of a mutual settlement between the Complainant and the Respondent through conciliation. However, no monetary settlement will be made as a basis of such conciliation.
- b. If a settlement has been arrived at, during the conciliation proceedings, the IC will (i) record the settlement so arrived; (ii) forward the same to the CEO of ReNew Group to take any action as specified in its recommendation; (iii) provide a copy of the settlement so recorded to the Complainant and the Respondent; and (iv) not conduct an inquiry into the complaint.

5. PROCEDURE FOR INQUIRY

- i. If the Aggrieved Person has not sought conciliation or the conciliation proceedings fail, then the IC will proceed to conduct an inquiry into the Complaint in accordance with the principles of natural justice and this policy.
- ii. If the Complainant informs the IC that any terms or conditions of the settlement of the conciliation settlement arrived at have not been complied with by the Respondent, the IC will, proceed to conduct an inquiry into the complaint in accordance with the procedure set out below.
- iii. In conducting the inquiry, a minimum of 3 members of the Complaints Committee including the Presiding Officer or the Chairperson shall be present.
- iv. The IC will give the Respondent 10 working days to respond to the complaint in writing along with submitting documents evidencing the complaint and providing the list of witnesses. A copy of the reply will be given to the Complainant.
- v. The IC shall meet to conduct the inquiry at a venue and time as may be decided by it and communicate the same to the Respondent and the Complainant within 15 days from the date of receipt of complaint.
- vi. The IC shall deal with the complaint of Sexual Harassment in accordance with the provisions of the Act and principles of natural justice and amongst others, have powers to summon and enforce the attendance of any person, examine him on oath and require the discovery and production of documents.
- vii. The Complainant and the Respondent will both appear in person before the IC and cannot be represented by an attorney.
- viii. If the Complainant or the Respondent desire to examine any witnesses they will communicate in writing to the IC, the names of witnesses whom they propose to so examine.

- ix. If the Complainant desires to tender any document by way of evidence before the IC, the Complainant shall supply true copies of such documents to the Respondent. Similarly, if the Respondent desires to tender any document in evidence before the IC the Respondent shall supply true copies of such documents to the Complainant.
- x. The IC shall call upon all witnesses mentioned by the Complainant and the Respondent, respectively. The Complainant and the Respondent will have the right to lead evidence and the right to cross- examine witnesses of the other party as the case may be.
- xi. The IC shall provide every reasonable opportunity to the Complainant and to the Respondent, for putting forward and defending their respective case.
- xii. The IC shall complete the inquiry within a reasonable period but not beyond three (3) months.
- xiii. On the completion of an inquiry, the IC shall provide a closure report in the manner prescribed in Annexure -2 of this policy with its findings to the CEO or to any other authorised person (only if the CEO authorizes such person to handle such issues) and such report shall be made available to the concerned parties.
- xiv. The report of the IC shall be treated as an inquiry report based on which appropriate punishment shall be awarded. Further, the report of the IC shall be submitted to the Head - Human Resources who shall treat the report as final and shall take appropriate action. A copy of the report will be given to both the Aggrieved Woman and the Respondent.
- xv. The recommendations of the IC may be classified into following four categories:
 - a. Where the IC, arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend that no action is required to be taken in the matter.
 - b. Where the IC, arrives at the conclusion that the allegation against the Respondent has been proved, the IC, shall recommend the action to be taken against the Respondent in accordance with Clause 9 of the policy.
 - c. Where the IC, arrives at a conclusion that the allegation against the Respondent is false or malicious or that the Complainant or any other person has produced any forged or misleading document, it shall recommend the action to be taken against them in accordance with Clause 9 of the policy. Mere inability to substantiate a complaint or provide adequate proof shall not attract action against the Aggrieved Woman.
 - d. Where the IC, arrives at a conclusion that any witness has given false evidence or produced any forged or misleading document, it shall recommend the action to be taken against such witness in accordance with Clause 9 of the policy.

6. RELIEF AVIALABLE DURING PENDENCY OF THE INQUIRY

- i. On the written request of the Complainant (during the pendency of inquiry), the IC shall recommend to the CEO of ReNew Group, to amongst others:
 - a. Transfer the Complainant or the Respondent to any other Workplace; or

- b. Grant leave up to three (3) months to the Complainant (in addition to the leave she would be otherwise entitled to; or
 - c. Restrain the Respondent from reporting on the work performance of the Complainant or writing her appraisal report and assign such tasks to another Employee.
 - d. No action will be recommended which will in any manner amount to punishment; victimization or adversely impact the work or studies of the aggrieved person
- ii. Outsider/ Third Party complaints:
- a. When the Presiding Officer of the IC receives a complaint of Sexual Harassment at the Workplace of ReNew Group from an Aggrieved Woman who is not an employee of ReNew Group but is an "outsider" against an Employee of ReNew Group, the IC will deal with the complaint as per the provisions laid down for conducting an inquiry and as provided in this policy. The IC will call upon the Aggrieved Woman through a notice to participate in the inquiry.
 - b. When the Presiding Officer of the IC receives a complaint of Sexual Harassment from an Aggrieved woman who is an employee of ReNew Group at the Workplace, against the Respondent who is a "third party", that is not an employee, the IC shall call for a meeting and examine the facts of the matter put forward by the Aggrieved Woman to the IC.
 - c. If the IC concludes that there exists a prima facie case of Sexual Harassment at the Workplace, the IC shall with the consent of the Aggrieved Person in writing:
 - (1) inform the police; and/or
 - (2) inform the employer of the third-party respondent to take appropriate action: and/or
 - (3) Prohibit the third-party respondent to enter the Workplace of ReNew Group: and /or
 - (4) Reprimand the third-party respondent.

7. INFORMING THE POLICE

Informing the police (the Aggrieved Woman has to be asked if she wants to register a complaint even when the Respondent is an employee).

- i. When the Aggrieved Woman wishes to register a case with the police, the IC shall record this in writing and forward the complaint to the local police station and provide full support to the police during investigation.
- ii. When the Aggrieved Woman does not wish to make police complaint, the IC will record this in writing and inform the Aggrieved Woman that whenever she desired to do so the IC will facilitate the same.
- iii. In cases of rape or grievous injury, the IC shall forward the information/ complaint to the police unless the Aggrieved Woman specifically prohibits the IC to do so in writing.

8. OTHER POINTS FOR CONSIDERATION

- i. Where Sexual Harassment occurs because of an act or omission by any third party or outsider, ReNew Group shall take all steps necessary and assist the Aggrieved Person in terms of support and preventive action.
- ii. The IC shall submit a half yearly report to the CEO on the status of cases of Sexual Harassment reported in the format set out in Annexure – 3.

9. PUNISHMENT

The punishment may include any one or more of the following:

- i. A verbal or written warning to the employee which shall also be noted in the employee's record.
- ii. Transfer the Employee to another location
- iii. Direct the employee to provide a written apology to the aggrieved person clearly stating that such behaviour will not be repeated and that no retaliatory steps will be taken by them or others on their behalf against the Complainant.
- iv. Direct termination or suspension of employment of the Employee.
- v. Withhold increment or bonus (whether in full or part).
- vi. Withhold promotion.
- vii. Direct the employee to undergo mandatory training or counselling to address any specific issues.
- viii. Direct the Employee to pay the trauma counselling and/or uncovered medical expenses incurred by the victim as consequences of such harassment.
- ix. Any other recommendations as it may deem fit.

10. CONFIDENTIALITY

ReNew Group, the IC and all those participating in the inquiry that is the Aggrieved Woman, the Respondent and Witnesses and Employees of Renew Group must always maintain confidentiality while dealing with a case of sexual harassment at the Workplace. Breach of confidentiality leading to revealing the names of the Aggrieved Woman, Respondent or Witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act will be punished.

11. APPEAL

Any person aggrieved with the recommendations of the IC or the non-implementation thereof or due to disclosure of the contents of a Sexual Harassment complaint, the identity and addresses of the Complainant, Respondent and the witnesses, any information relating to conciliation or inquiry proceedings, report and/or recommendations of the IC and the action taken by ReNew Group, may prefer an appeal in accordance with the provisions of the Act.

12. RESPONSIBILITY OF RENEW GROUP

- i. ReNew Group will ensure that the details of the present Policy, including the contact details of the IC members, are effectively communicated to all employees at all locations & Sites.
- ii. ReNew Group shall provide all the assistance to the IC in the investigation of the Complaint by securing attendance of any person or witnesses and making available all the information and material required for purpose of a fair investigation.
- iii. ReNew Group shall provide all assistance to the complainant, should she decided to go to the Police or any other statutory authority as per the law.
- iv. ReNew Group shall submit to the state authorities the report on the number of cases filed and actions taken as provided for by the law.
- v. ReNew Group shall take all preventive and corrective measure to ensure safe work environment for women.
- vi. ReNew Group shall maintain confidentiality regarding the identity and address of the persons participating in the inquiry.
- vii. ReNew Group shall organize workshops and awareness programmes at regular intervals for sensitising 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.

13. RESPONSIBILITY OF AN EMPLOYEE

- i. Each Employee of ReNew Group is responsible for maintaining a safe work environment in which sexual harassment is not committed, accepted, or tolerated.
- ii. In case an Employee faces any sexual harassment at workplace she should make a written complaint to the ICC at the earliest.
- iii. Any Employee of ReNew Group who appears before IC or is called by IC as a complainant or Respondent or as a witness must maintain complete confidentiality and assist IC by providing true and correct facts only.

Annexure 1

Complaint of Sexual Harassment

To

**The Internal Committee,
ReNew Power Private Limited
Gurugram, Haryana**

Subject: Complaint of Sexual Harassment.

1. Details of the Complainant;.....
 - a. Name:.....
 - b. Employee ID:.....
 - c. Designation:.....
 - d. Address:.....
 - e. Email ID).....
 - f. Phone Number:.....

2. Details of the persons against whom the complaint is being made:
 - a. Name:.....
 - b. Employee ID (if applicable):.....
 - c. Designation:.....
 - d. Address:.....
 - e. Email ID:.....
 - f. Phone Number:.....

3. Facts:
 - a. Please describe how the complainant is known to the person against whom the complaint is being made.
 - b. Please describe the incidents which comprise the acts of sexual harassment.

- c. Please describe the impact of the aforesaid acts on the complainant.
- d. Please submit the copies of supporting information/ data/ documents. E.g. exact dates, places of incidents, witnesses, if any, text messages, emails etc.
- e. Please provide the names and addresses of the witnesses.

Signature of the Complainant:

Date:

Place:

Annexure 2

Format of closure report

Closure Report to be sent by the ICC to the CEO.		
1	Complaint no.	
2	Name of the employee who has forwarded the complaint along with the name of the department.	
3	Employee location	
4	Complaint against – name of the employee, designation, location and email ID	
5	Complaint in brief (as forwarded by the employee)	
6	Investigation commencement date	
7	Investigation completion date	
8	Name of the ICC members	
9	Have the charges been proved.	
10	Order description in brief.	
11	Date of order implementation by the business unit.	

Annexure 3

Format of the half yearly report on the status of cases

	Total
No. of cases received in the relevant period (January – June)	
No. of cases carried forward from the previous period (during July- December)	
Total open cases for the relevant period	
No. of cases for the relevant period (January-June) which have been closed	
No. of cases from the previous period (July-December) which have been closed	
Total cases for the relevant period	
Total cases from the previous period (July-December) which have not been closed.	