

JUSTICE AND DEVELOPMENT FOUNDATION

जस्टिस एंड डेवलपमेन्ट फाउंडेशन

(भारतीय ट्रस्ट अधिनियम 1882 के अर्न्तगत रजि0)

Regd.Add. Chuchaila Kalan, Block & Tehsil-. Dhanaura ,District Amroha

Administrative Office - Mohalla Peergarh, Dak Bangla Colony, Near Railway Station Amroha 244221(Utter Pradesh)

Contact Number- 9457422777

Email Id- jadfoundationjpn@gmail.com

पत्राकः.16/JDF/POSH/2023-024

दिनाक.08.02.2024

TO

The Chairman

Justice and Dovelopment Foundation

Chuchaila Kalan, Block & Tehsil-. Dhanaura ,District Amroha

Subject: Establishment of Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013

Dear

I am writing to inform you about the establishment of the Internal Complaints Committee (ICC) in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, at **Justice and Dovelopment Foundation** This committee has been constituted to address complaints related to sexual harassment at the workplace, as mandated by law.

Below are the details of the ICC members:

1. Chairperson Name : Rakhi Rani
2. Members Name : Ruby
- 3- Members Name : Pooja rani
- 4- Members Name : Rajveer Singh
- 5- Members Name : Hemraj Singh

1. Introduction

- Overview of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013
- Purpose and objectives of the document
- Importance of preventing sexual harassment in the workplace

2. Legal Framework and Requirements

- Detailed explanation of the provisions of the Act
- Legal obligations of employers regarding ICC formation

- Definitions of sexual harassment and related terms
- Case studies or examples illustrating legal implications

3. Understanding Sexual Harassment

- Types and forms of sexual harassment
- Impact of sexual harassment on victims and the workplace
- Gender-based power dynamics and their role in sexual harassment

4. Establishing the Internal Complaints Committee (ICC)

- Composition of the ICC: roles and responsibilities of members
- Selection criteria for ICC members
- Appointment process for ICC members
- Designation of a Presiding Officer
- Inclusion of external members, if applicable
- Case studies or examples of effective ICC structures

5. Training and Capacity Building

- Importance of training ICC members and employees
- Content and topics to be covered in ICC training programs
- Methods and frequency of conducting training sessions
- Awareness programs for all employees on sexual harassment prevention and reporting procedures
- Best practices for conducting effective training sessions

6. Complaint Handling Procedures

- Detailed process for lodging complaints
- Confidentiality measures to be maintained throughout the complaint handling process
- Steps to be followed by the ICC upon receiving a complaint
- Timelines for conducting inquiries and providing resolutions
- Case studies or examples of effective complaint handling procedures.

7. Support Mechanisms for Complainants and Respondents

- Provision of counseling and support services
- Protection against victimization or retaliation for complainants and witnesses
- Access to legal assistance, if needed

- Case studies or examples of effective support mechanisms.

8. Reporting and Documentation

- Requirements for maintaining records of complaints, inquiries, and resolutions
- Reporting obligations to the appropriate authorities, if applicable
- Periodic review and assessment of ICC activities
- Case studies or examples of effective reporting and documentation practices.

9. Prevention Strategies and Measures

- Strategies for creating a respectful and inclusive workplace culture
- Implementation of policies and guidelines to prevent sexual harassment
- Promotion of gender equality and diversity initiatives
- Case studies or examples of successful prevention strategies.


10. Consequences of Non-Compliance

- Penalties and legal consequences for failing to comply with the Act
- Impact on organizational reputation and employee morale
- Importance of taking appropriate actions to address sexual harassment cases
- Case studies or examples illustrating consequences of non-compliance.

11. Conclusion

- Summary of key points
- Commitment to creating a safe and supportive work environment for all employees
- Call to action for implementing ICC and preventing sexual harassment

This structured outline provides a comprehensive framework for establishing an ICC in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. Each section can be further elaborated with relevant details, examples, case studies, and legal references to provide a thorough understanding of the requirements and procedures involved


CHAIRMAN TREASURER
Justice And Development Foundation
Chuchela Kalan, Distt.-Amroha (U.P.)