

**Factory & Corporate Office :**

Kantharia Industrial Estate.

Survey No.: 90/3/2/B, Opp. Sopara Phata Police Station, At & Post-Pelhar.

N. H. No.8, Taluka - Vasai, Dist-Palghar, Pin: 401208.

CIN: L74140MH2010PLC205904

Phone: +91 8087042862

INTERNAL COMPLAINT COMMITTEE**A. COMPOSITION:**

| Name | Position in Committee | Designation | Email- id |
|------------------------|-----------------------|----------------------|--|
| Mrs. Foram Rupin Desai | Presiding Officer | Whole time Director | foram@nipl.co |
| Mrs. Pinky Chouhan | Member | HR Manager | pinky@nipl.co |
| Mrs. Harshada Patil | Member | Production Executive | harshada@nipl.co |
| Mr. Ashok Tiwari | External Member | Advocate | adv.ak.tiwari@gmail.com |

Chairperson and presiding officer shall be women employed at senior level at work place amongst the employees.

B. FUNCTIONS:

The Internal complaint Committee has two major functions:

1. Preventive
2. Remedial

C. PREVENTIVE :

1. To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.

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Regd. office: S No 90 H No 3B Kantharia Compound, Opp Sopara Phata Police Station, Pelhar, Thane, Vasai, Maharashtra, India, 401208

• Email ID : info@nipl.co • Website: www.namaninstore.com

Formerly Known as - Naman In-store (India) Private Limited





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2. To promote and facilitate measures to create a work environment that is free of sexual harassment.

D. REMEDIAL:

1. To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
2. Crisis Management, Mediation and Counselling
3. To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

E. RULES AND PROCEDURES:

1. All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
2. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
3. Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
4. If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
5. Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
6. The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.

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7. The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
8. The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
9. The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
10. All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
11. All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

F. EXCEPTION:

A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members.

1. If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
2. In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.

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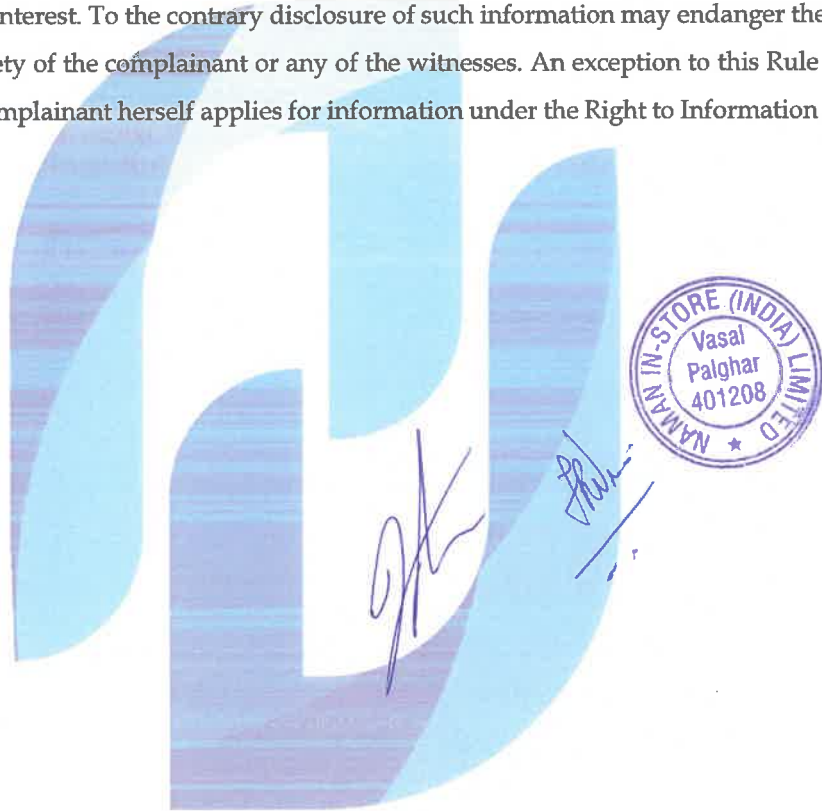
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3. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.



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