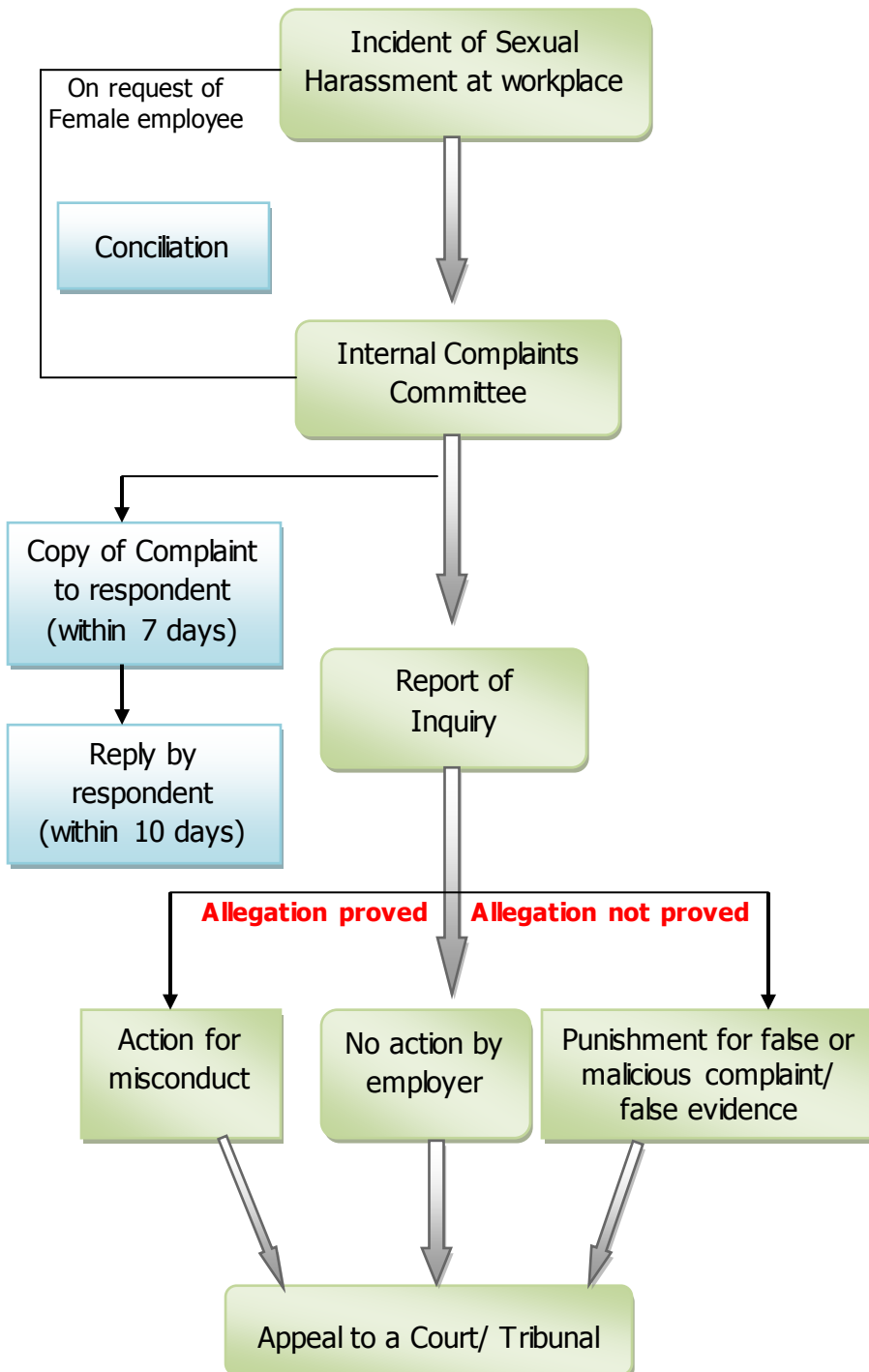


Procedure of handling complaints

PROCEDURE OF HANDLING SEXUAL HARASSMENT OF WOMEN AT WORKPLACE



TIMELINES

- A written complaint has to be filed by the female employee within 3 months of the date of the incident
- The inquiry has to be completed within 90 days
- The inquiry report has to be issued within 10 days from the date of completion of inquiry
- Employer is required to act on the recommendation of the committee within 60 days of the receipt of inquiry report