

**CORPORATE CIRCULAR-MMPL HR POLICY**

**Sub: Constitution of Internal Complaints Committee at H.O.  
under The Sexual Harassment of Women at Workplace Act, 2013**

It is hereby notified that Management has constituted an Internal Complaints Committee at the Co's H.O. level as required under Chapter II- Sec 4(1) of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, to provide protection against sexual harassment if any of women employees at the Co's workplace at H.O./ Raniganj and for the prevention and redressal of complaints of sexual harassment and matters connected therewith or incidental thereto. Accordingly in terms of Sec 4(2) (a) (b) & (c) respectively of the said Act, the Internal Complaints Committee constituted at the Co's H.O. for the workplace at Raniganj, consists of the following members nominated by the employer of the workplace :-

- (a) Presiding Officer :** Ms Shweta Vashist, Company Secretary
- (b) Members :** (i) Mr Subrata Sarkar, AGM- HR & Admin; (ii) Ms Asmita Adhikari, Manager –HR, (iii) Ms Sima Singh Khuswaha, Accountant
- (c) Member familiar with such issues:** Mr S.K. Ghosh, Advocate / former-Hony.General Secretary- National Institute of Personnel Mgmt (NIPM)

In terms of Sec 4(3) of the said Act, the Presiding Officer and all the Members of this Internal Committee shall hold office for a maximum period of 03 ( three) years from the date of their said nomination on 12.12.2019, **i.e. upto 11.12.2022, OR till they are in the Co's employment / till they are associated with this Committee; whichever is earlier.**

The Member appointed as at ( c ) above, shall in terms of Sec 4(4) of the said Act , be paid such fees or allowances by the employer, as may be prescribed for holding the proceedings of the Internal Committee.

  
**( RAJIV GANERIWALA )**  
Managing Director  
Maheshwari Mining Pvt Ltd.

**Circulation to:**

- (i) **NOTICE BOARDS at H.O - For Information of All employees / All women employees at H.O. Raniganj:**  
Under Sec 9(1) of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, any aggrieved woman employee may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period of 03 (three) months from the date of incident and in case of a series of incidents, within a period of 03 ( three) months from the date of the last incident
- (ii) **Members of the Internal Complaints Committee at H.O.-**  
**Presiding Officer :** Ms Shweta Vashist, H.O.  
**Members at H.O. :** Mr Subrata Sarkar  
Ms Asmita Adhikari  
Ms Sima Singh Khuswaha  
**Member familiar with such issues:** Mr S.K. Ghosh, Kolkata
- (iii) All Dept. Heads at H.O./ Workshop – For communicating to their dept's employees about the above provisions of the said Act

cc: Jt. Mg. Director / ED/ VP

cc: HR – H.O. / Kolkata

