

**INTERNAL COMMITTEE-SEXUAL HARASSMENT OF WOMEN AT WORKPLACE(PREVENTION, PROHIBITION,AND REDRESSAL ACT,2013**

The Internal Committee is re-constituted as per the provisions of the Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 with the following members:

Sl. No	Name & designation		Mobile No	Email Id
1	Smt. SINDHU.D, GM(F&S/QC/TSS)	Presiding Officer	9895774345	<a href="mailto:d.sindhu@hoclindia.com">d.sindhu@hoclindia.com</a>
2	Smt. SINI VV, MARKETING Dept	Member	8547786958	<a href="mailto:sinivv@hoclindia.com">sinivv@hoclindia.com</a>
3	Smt. SHEEBA V M, HR Dept	Member	9400731222	<a href="mailto:sheebavm@hoclindia.com">sheebavm@hoclindia.com</a>
4	Smt. SANGEETHA SASI, MATERIALS Dept	Member	9847187475	<a href="mailto:sangeetha.sasi@hoclindia.com">sangeetha.sasi@hoclindia.com</a>
5	Sri. P H ZUBAIR, GM (Marketing/FPS)	Member	9072374001	<a href="mailto:ph.zubair@hoclindia.com">ph.zubair@hoclindia.com</a>
6	Sri. K V VINODH KUMAR, WELFARE OFFICER	Member	9495934546	<a href="mailto:vinodh.wo@hoclindia.com">vinodh.wo@hoclindia.com</a>
7	Dr. RAZEENA PADMAM, Retd. Professor & former DIRECTOR OF SCHOOL OF BEHAVIORAL SCIENCE M G UNIVERSITY, KOTTAYAM	External Member	9447040976	<a href="mailto:razeenapadmam@yahoo.co.in">razeenapadmam@yahoo.co.in</a>

The committee shall discharge its duties and responsibilities as per the above Act.

Complaints on sexual harassment at workplace, if any, is to be directly reported to the internal Committee within a period of three months from the date of incident. The Committee within will enquire into the complaints and submit its report to the management within a period of 10 days from the date of completion of the enquiry for further action on the matter.

The term of the committee will be three years effective from the date of issue of order (order no. HR/ICC/2023 dated June 14 2023).