

## **INTERNAL COMPLAINT COMMITTEE (ICC) UNDER POSH**

**“RESOLVED THAT** pursuant to the provisions of Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“**Act**”), the consent of the Board of Directors of the Company, be and is hereby accorded to constitute an Internal Complaint Committee (“**Committee**”) with the following members:

<b>S. No.</b>	<b>Name of the Members</b>	<b>Designation</b>	<b>Presiding officer/ Members</b>	<b>Email ID</b>
1.	Sonali Chandra	Company Secretary	Chairperson (Female)	companysecretary@aaapl.in
2.	Shilpi Saxena	Manager -F/A	Internal Member (Female)	shilpi.saxena@aaapl.in
3.	Subhash Chandra Pandey-	CFO	Internal Member (Male)	sc.pandey@aaapl.in
4.	Amit Singh	Dy. Manager – HR	Internal Member (Male)	amit.singh@aaapl.in
5.	Dr. Ravi Dasari	Associated with NGO	External Member (Male)	ravi.dasari@jasperindustries.com

**RESOLVED FURTHER THAT** Ms. Sonali Chandra shall be the Presiding Officer of the Committee.

**RESOLVED FURTHER THAT** the Committee has been constituted for the Registered Office of the Company situated at Lucknow where more than 10 (ten) people are employed.

**RESOLVED FURTHER THAT** the members of the Committee are hereby authorised to do the following things to provide the safety to the women employees at workplace:

- To formulate the Sexual Harassment Policy in order to ensure the prevention of sexual harassment and safety of women employees at work place.
- To conduct the meeting in case of any complaint received in writing from any women employees, to settle the grievances and to ensure the proper compensation in case of any misconduct, harassment with the women employees either physically or mentally.
- Provide a safe working environment at the workplace.
- Organize workshops and awareness programmes at regular intervals.
- Such other deeds and actions as are required to be undertaken by the Committee under the Act.

**RESOLVED FURTHER THAT** any member of the Committee, be and is hereby severally authorised to do the following things:

- Submit the application and other relevant documents to the concerned authorities / departments.
- File declaration as may be required from time to time.
- Authenticate any documents as required in connection with the Act and the Rules made thereunder.
- Represent the Company before the authorities by himself or through his representatives in connection on behalf of the Company to give effect to this resolution.
- Fill all the returns and records as per the requirements of the Act.

**RESOLVED FURTHER THAT** a copy of the resolutions certified to be true by any of the Director or Company Secretary of the Company, be issued to the department to act thereupon