

NOTICE

Subject: Constitution of Internal Complaints Committee (ICC) for Prevention of Sexual Harassment of Women at Workplace
(Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

This is to inform all staff members that in compliance with provisions of Section 4 of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, and in line with our commitment to providing a safe, respectful, and inclusive workplace, an **Internal Complaints Committee (ICC)** has been constituted by the Management Committee of Ramakrishna Mission, Imphal, to address matters related to the prevention, prohibition, and redressal of sexual harassment at the workplace.

The Committee has been formed to ensure that any complaints of sexual harassment are dealt with promptly, fairly, and in a confidential manner. The ICC is empowered to receive complaints, conduct inquiries, and recommend appropriate actions to the management in accordance with established procedures.

Composition of the Internal Complaints Committee (ICC):

- Presiding Officer : [Dr. Madhu Khumanthem, Presiding Officer]
- Member : [Sunanda Athokpam, Coordinator]
- Member : [Tensubam Satyapriya Devi, Counsellor]
- Member : [Arambam Kebi Leima, TGT]
- External Member : [Mrs. Khoisnam Sarma, Legal Expert]

All employees and associated stakeholders are encouraged to maintain a professional work environment and are hereby informed that any instance of sexual harassment should be reported to the ICC without hesitation.

Complaints can be submitted in writing in prescribed format to:

Email Address / Office Location / Contact Details of Presiding Officer of ICC or any member of ICC.

The organization assures full confidentiality, protection against retaliation, and a fair inquiry process for all parties involved.

The DETAILED POLICY GUIDELINES on prevention of sexual harassment & the PRESCRIBED COMPLAINT FORM are enclosed with this notice for necessary awareness of all staff members, students, and concerned persons.

This Notice Is Issued for Awareness and Strict Compliance.



Swami Atmanikashan
Secretary
Ramakrishna Mission, Imphal