

## Complaint Procedure:

Any aggrieved woman can make written complaint of sexual harassment at workplace to the ICC as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

A complaint should be made within three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

If the complainant is unable to make a written complain, the committee shall render all reasonable assistance to the woman for making the complaint in writing.

When aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make her complaint under the act "sexual harassment" includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:-

- i. physical contact and advances; or
- ii. demand or request for sexual favours; or
- iii. sexually coloured remarks, or
- iv. showing any pornography; or
- v. any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

For details about the rules and regulations of ICC:-

<https://documents.doptcirculars.nic.in/D2/D02est/Information%20Document%20on%20Prevention%20of%20Sexual%20HarassmentOQuVi.pdf>