POLYCAB

POLYCAB INDIA LIMITED (PIL)

INTERNAL COMMITTEE

Composition:

Sr. No.	Name of the designated member	Category
1	Senior level woman employee of the Company	Presiding Officer
2	Minimum Two employee members preferably committed to the cause of women or who have experience in social work or have legal knowledge	Member
3	Amongst Non-Government Organization or Association committed to the cause or a person familiar with the issues relating to sexual harassment.	Member from an NGO / Lawyer (Member) / any external body

Terms of Reference:

i. To Inquire into every formal written complaint of sexual harassment;
ii. To make appropriate recommendations and remedial measures to respond to any substantiated allegations of sexual harassment;
iii. To discourage and prevent employment-related sexual harassment;
iv. To maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation;
v. To hold a meeting with the Complainant within five days of the receipt of the complaint, but not later than a week in any case;
vi. To initiate an inquiry at the request of the complainant, take steps to settle the matter between the complainant and the accused through conciliation;
vii. To hear the Complainant and record her statement under oath. The Complainant may also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate the complaint.
viii. To forward a copy of the complaint to the respondent along with supporting documents and name of the witnesses within 7 working days of receipt of the same;
ix. To proceed with the inquiry and communicate the same to the Complainant and the accused within 5 days;
x. To prepare and hand over a Statement of Allegation to the accused and give an opportunity to submit a written explanation if such person so desires within 7 days of receipt of the same;
xi. To call upon all witnesses mentioned by both the parties;
xii. To provide every reasonable opportunity to the Complainant and to the accused, for putting forward and defending their respective case;
xiii. To complete the "Inquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Management. The report of the Committee shall be treated as an inquiry report on the basis of which an erring employee can be awarded appropriate action by way of Warning (Verbal / Written) / Suspension / Termination. appropriate action.

Quorum:

Any three members of the Committee shall constitute the quorum for the Committee.

Frequency of Meeting:

The Internal Committee shall meet at least twice in a financial year and as and when on occurrence of event.

Details of Internal Committee – Head Office Region

Internal Committee	Appointment Type	Employee Name	Gender	Email Id
IC - HO Region	Presiding Officer	Sarita D Thakur	Female	sarita@polycab.com
IC - HO Region	Member	Sujeet Chandak	Male	Sujeet.Chandak@Polycab.com
IC- HO Region	Member	Minal Girish Khandalkar	Female	Minal.Khandalkar@Polycab.com
IC - HO Region	External	Dr. Sandya Advani	Female	External