

### **Procedure of filing complaints**

- Employees shall forward their complaints on Sexual Harassment, in a CONFIDENTIAL cover to the Presiding Officer of the Complaints Committee.
- The committee shall examine whether or not, prima facie, such conduct constitutes an offence under the law or breach of the service rules.
- The Committee shall inform the delinquent employee in regard to the complaint received and its intention to hold inquiry indicating date, place and time of enquiry.
- The Committee shall follow the normal procedure of inquiry. The Complaints Committee will be deemed to be an inquiry authority and the report of the Complaints Committee shall be deemed to be an inquiry report.
- On conclusion of inquiry, the Committee shall give its report to disciplinary authority for action.
- The Disciplinary Authority shall act on the report in accordance with the rules of the Company.