



Ref. ABEPL/HR/POSH/2024-25

Date: 1 September 2024

## GENERAL NOTIFICATION

**Subject: Implementation of ABEPL POSH Policy as per 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013'**

This Notification is regarding implementation of the ABEPL's Policy for Prevention of Sexual Harassment of Women at Workplace read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

To ensure a workplace free from harassment, an Internal Committee (IC) has been established to oversee the prevention, prohibition, and redressal of complaints under this policy. ABEPL upholds a zero-tolerance stance against sexual harassment, which includes, but is not limited to:

1. Physical contact and advances
2. A demand or request for sexual favors
3. Making sexually colored remarks
4. Showing pornography
5. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Complaints will be reviewed and investigated by the IC in accordance with ABEPL's POSH Policy and the Act. If proven, offenders may face penalties under the ABEPL Code of Conduct or other applicable guidelines, including the Model Standing Orders.

For filing complaints or urgent inquiries, please contact the IC members below:

Sl. No	Details of members of IC	Position in IC	Mobile number
1.	Smt. Kashmiri Goswami, Sr. Manager (HR & Admin), ABEPL	Presiding Officer	7896001474
2.	Smt. Sikhamoni Deka, Sr. Manager (Admin), NRL	Member	9957029397
3.	Smt. Sumita Choudhury	External Member	9954033444
4.	Shri Bhagaban Haloi, HOD (Mechanical), ABEPL	Member	9864654426

**For and on behalf of Assam Bio Ethanol Private Limited**

Himangshu Saikia  
Chief Executive Officer