



Ref. ABRPL/HR/POSH/2021/01

Date: 1 September 2021

## GENERAL NOTIFICATION

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

This Notification is regarding implementation of the ABRPL'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.

We would like to inform that an Internal Committee is required to oversee prevention, prohibition along with redressal of complaints under the said policy. Assam Bio Refinery Private Limited believes in and supports a culture of Zero tolerance against Sexual Harassment at Work place.

Definition of "Sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:

- i) Physical contact and advances; or
- ii) A demand or request for sexual favours; or
- iii) Making sexually coloured remarks; or
- iv) Showing pornography; or
- v) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature."

The complaints made to the Internal Committee under the above policy will be investigated by Internal Committee as per ABRPL's POSH Policy read with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed thereunder (hereinafter referred to as "the Act"), and if proved, would make the person liable to be punished under ABRPL Code of Conduct or Model Standing Orders, as applicable or any other punishment prescribed under the above referred Act. The names and contact details of the members of the Internal Committee to whom complaints may be addressed, and in very urgent cases, may be contacted on telephone, are given below:

Sl. No	Details of members of ICC	Position in ICC	Mobile number
1.	Smt. Sarmistha Dutta, Chief. Manager (CSR), NRL	Chairperson	9435152517
2.	Smt. Kashmiri Goswami , Manager-HR,ABRPL	Member	7896001474
3.	Sri. Khagen Bora, Lead Manager – Mech. & PP, ABRPL	Member	8638851545
4.	Smt. Rajashree Kalita Saikia - Asst. Teacher, Shankardev Sishu Niketon, Bokakhat.	External Member	8638589380

Anup Kumar Baruah  
Chief Executive Officer