

## **Internal Complaints Committee (ICC)**

### **Constitution of ICC for considering complaints of sexual harassment of women employees at CoPA**

The Complaint committee (Women Cell) was constituted in Cochin Port Authority in the year 2004 in compliance with the directions of the Hon'ble Supreme Court of India for prevention of sexual harassment of women in workplace and redressal of the complaints. After the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the Complaints Committee was reconstituted as Internal Complaints Committee from time to time . The details of the existing Internal Complaints Committee of CoPA is attached.

### **Complaint procedure:**

Complaint regarding Sexual Harassment against women can be made to ICC. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC within a period of 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. The Act provides that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee, shall render all reasonable assistance to the woman for making the complaint in writing.

Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (SHe-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The SHe-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The SHe-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.

**Click Here-SHe Box- <https://www.shebox.nic.in/>**

### **Contact Numbers of Presiding Officer & Member Secretary of Internal Complaint Committee of CoPA**

<b>Sl.No.</b>	<b>Name, Staff No., Designation</b>	<b>Department</b>	<b>Position</b>	<b>Contact No.</b>
1	Dr. Jayalakshmi R. Kurup, Staff No. 15042, Sr. Medical Officer,	Medical Dept.	Presiding Officer	0484-258 2702
2	Shri C.P.Rajeeve, Staff No. 4321, Sr. Welfare Officer	General Administrative Department	Member Secretary	0484-258 2101

The details with regard to the Act & Rules and Orders etc of ICC are attached.

1	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	<a href="#">Click here</a>
2	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013	<a href="#">Click here</a>
3	Composition of ICC of Cochin Port Authority	<a href="#">Click here</a>
4	DoPT OM dt. 01-11-2017 regarding Online Complaint Management System “ Sexual Harassment electronic box (SHe-box)	<a href="#">Click here</a>