



Dated : 26.05.2020

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE BY
VAHANI SCHOLARSHIP TRUST

1) Vahani Scholarship Trust, is committed to providing the Scholars, Volunteer Mentors and its Employees a work place and a culture of gender parity and healthy gender relations, free of all forms of sexual harassment. All allegations of sexual harassment will be impartially enquired into and appropriate action taken by the Trust. The Trust will respect the confidentiality and privacy of individuals reporting the sexual harassment.

2) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 defines “Sexual Harassment” as

“any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

- (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;”

3) Further the circumstances such as implied or explicit promise of preferential treatment;



implied or explicit threat of detrimental treatment; implied or explicit threat about present or future enrollment/employment; interference/intimidation and humiliating treatment if it occurs or is present in relation to or connected with any act or behavior of sexual harassment mentioned in para 2 may also amount to sexual harassment.

4) The Management of Vahani Scholarship Trust hereby constitutes a committee to be known as the “Internal Complaints Committee” (ICC) as required under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, whose composition shall be as below:

S.No	Name of the Member/ Position in the Trust	Designation	Contact Details (Phone Number and Email ID)
1.	Ms. Preeti Ramesh Bhatia	Presiding Officer	Ph No: 8308980813 preeti.bhatia@vahanischolarship.com
2.	Ms. Rashmani Singh	Internal Member	Ph No: 98118 20932 rashmani@vahanischolarship.com
3.	Ms. Vandana Kataria	Internal Member	Ph No: 98400 35935 vandanakataria@gmail.com
4.	Mr. Emmanuel Fernandez	External Member	Ph No: 94447 77000 Emmanuelfernandez7700@gmail.com

5. The aggrieved person should give a written complaint either in person or through post or email to the Presiding Officer of the Committee whose email id is: preeti.bhatia@vahanischolarship.com or to the official ID of the Vahani Scholarship Trust ICC@vahanischolarship.com which will in turn be forwarded to the Committee. Upon receipt of a complaint, the Committee will proceed to inquire into the complaint and submit its Inquiry Report with its findings to the Trustee of the Vahani Scholarship Trust. If the Committee finds the allegations of sexual harassment are proved, the competent authority will take appropriate action against the person accused of sexual harassment as misconduct.

6. Even if the sexual harassment occurs as a result of an act or omission by any 3rd party or any outsider, the Committee constituted will take all suitable steps and will assist the aggrieved person.

7. The Committee will comply with the procedures prescribed under the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 for enquiring into the complaint.

A handwritten signature in blue ink, appearing to be 'Vipin Sachdev', is written on a light-colored background.

Trustee.

Vipin Sachdev.