

SCHOLAR'S HOME INTERNATIONAL SCHOOL, LAKSAR
ORDER FOR CONSTITUTION OF INTERNAL COMMITTEE (POSH COMMITTEE)

Date: 29th of March 2016

Constitution of Internal Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Scholar's Home International School, Laksar hereby constitutes the Internal Committee (IC) for the prevention, prohibition and redressal of complaints relating to sexual harassment at the workplace.

The committee shall consist of the following members:

SR no.	NAME	Designation in Committee
1	Mrs. Bhawana Gupta	Presiding Officer (Chairperson)
2	Mrs. Shikha Chaudhary	Member
3	Mrs Sacheena	Member
4	Mrs. Apoorva Saini	External Member

Functions of the Committee


The Internal Committee shall:


1. Receive and inquire into complaints of sexual harassment at the workplace.
2. Ensure a fair, impartial and confidential inquiry process.
3. Recommend appropriate action based on its findings.
4. Create awareness regarding prevention of sexual harassment.
5. Maintain records and submit reports as required under the Act.
6. Promote a safe, secure and dignified work environment for all employees.

Tenure

The above committee shall remain in force for a period of three years from the date of its constitution or until further orders, whichever is earlier.

All employees are directed to extend full cooperation to the Internal Committee in the discharge of its duties under the Act.

Principal 
Scholar's Home International School
Laksar, Haridwar, Uttarakhand



School Seal