

Minutes of Meeting ICC MEETING -October 24

Minutes of the Second quarter meeting of the Internal Complaints committee (ICC) on Sexual Harassment of women at workplace for the year 2024

The quarterly meeting of ICC was held on 21st October'2024 at 11am through teams meeting.

The following members of ICC attended the meeting

- i) Mr. Lionel Paul David – Internal Member
- ii) Mrs. Muthukutti – Presiding officer
- iii) Mrs. Surabhi – Internal member
- iv) Mrs. Sangeetha – Internal member
- v) Mrs. Ramaharan – External member

The meeting started with the introduction of the new IC member Mr. Lionel Paul David CHRO. In compliance with the directives and guidelines, a complaint committee has been restructured by the management of Watertec India Pvt ltd – vide, Board resolution on 1st Aug'2024.

Revised list of ICC has already been circulated to all the employees with the contact details and it is also displayed in the respective work places.

INTERNAL COMPLAINT COMMITTEE

S.No	Name	Designation	Contact	E-mail ID
1	Ms. Muthukutti	Presiding Officer	8220055167	muthukutti.k@watertecindia.com
2	Mr.Lionel Paul David	Internal member	9500041414	paul.dl@watertecindia.com
3	Ms. Surabhi	Internal member	8248231268	surabhi.s@watertecindia.com
4	Ms. Sangeetha	Internal Member	0422-2361447	sangeetha.s@watertecindia.com
5	Ms. Rama Haran	External member	9841182951	ramatrainer@gmail.com

The committee noted the following from any of the women employee working in Watertec.

1. Number of Sexual Harassment complaints received from April'24 to Oct'24, **Nil**.
2. Number of Cases disposed of during April'24 to Oct'24 , **Nil**.
3. Number of cases pending as on 21st Oct'2024 for more than 90 days :**Nil**

The committee reviewed the PoSH activities carried out in the last 90 days. IC internal members have confirmed that the below-listed actions have already been implemented based on the discussion had in the last meeting.

- PoSH policy was defined and circulated to all the employees
- PoSH awareness posters uploaded in the company website and also displayed in the respective workplaces.
- SHE boxes kept in prompt places. Specific Mail ID posh@watertecindia.com was created to receive the SH complaints.

2.In addition to the above, Internal IC members have been suggested for uploading online complaint forms in the portal in all the applicable languages and relevant internal communication to be given to the employees to make use of the same.

4.Internal committee members have been notified about the Re launch of new SHE- box portal by the Ministry of Women and Child Development (WCD) to make workplaces safer for women. The new She – box portal serves as a centralized repository of information related to internal committees and local committees formed across the country, encompassing both the government and private sectors. <https://shebox.wcd.gov.in/> & <https://wcd.gov.in> . On getting the GO, need to take necessary action to register the committee in the portal.

5.On request, external member Ms. Ramaharan explained some case studies to the IC members to understand the SH complaint redressal mechanism.

