**ON THE LETTER HEAD OF THE ORGANISATION**

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member/Presiding Officer of the ICC

Subject: Sexual Harassment Communication for appointment as member of the ICC.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

You are hereby appointed as a member of the Internal Complaints Committee (ICC) constituted at [Insert name of Organisation], in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013. The ICC has been constituted to recommend actions for prevention of sexual harassment and also to redress complaints related to or connected with sexual harassment.

Some important guidelines:

1. Inquiry into the complaint shall be conducted in compliance with the provisions of ‘The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013” read in conjunction with the Organisation’s Policy on Prevention of Sexual Harassment.
2. All information that you may receive in your capacity, as a member of the ICC shall be kept confidential.
3. The tenure of this membership shall be for a period of 3 years from the date of appointment after which your membership to the ICC shall automatically expire, as a result of which you shall cease to be a member of the Organisation’s ICC. Either you or the Organisation can terminate your membership to the ICC by providing a minimum notice of one (1) month, in writing, to the other party. Any ongoing inquiries or investigation shall need to be completed prior to expiry of your ICC membership.
4. Notwithstanding the aforesaid, the Organisation reserves the right to remove you as a member of the ICC with immediate effect for cause, including, without limitations, in the event you:
   1. contravene your confidentiality obligations under law, this letter and/or Organisation’s policies;
   2. have been convicted of an offence or an inquiry into an offence under any law for the time being in force is pending against you;
   3. have been found guilty in any disciplinary proceeding(s) or any disciplinary proceeding(s) is pending against you;
   4. have breached any of your obligations as a member/Presiding Officer of the ICC; or
   5. have taken advantage your position so as to render your continuance as a member prejudicial to public interest.

We look forward to your contribution in creating a respectful work environment at [Insert name of Organisation].

**ACKNOWLEDGEMENT**

By signing below, I hereby agree to my appointment as a Member/the Presiding Officer of the Internal Complaints Committee of [Insert name of Organisation] (“**Organisation**”) with effect from [Insert date of appointment]. I also agree to comply with the terms and conditions of this letter as well as the Organisation’s policies including the Anti-sexual Harassment Policy.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:

Date: