ON THE LETTER HEAD OF THE ORGANISATION

**Subject: Constitution of an Internal Complaints Committee (ICC) to handle matters related to prevention, prohibition and redressal of sexual harassment at [*Insert name of organisation*].**

The following persons are hereby appointed as members of the Internal Complaints Committee (ICC) constituted at [Insert name of Organisation] for a period of three years from [Insert date].

This is 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.

1. [Insert name and designation of employee] shall act as the Presiding Officer of the ICC.
2. [Insert name and designation of employee] shall act as a member of the ICC.
3. [Insert name and designation of employee] shall act as a member of the ICC.
4. [Insert name] shall act as the External member of the ICC.

In case any member of this committee is found guilty of violation of any law in place, or of a policy of the company, such member will be immediately removed from his/her position on the Internal Complaints Committee and will also be subjected to disciplinary action.

[Insert name of the employer],

[Insert location]