

HLL LIFECARE LIMITED
Registered & Corporate Office
Poojappura
TRIVANDRUM

No.HLL/CHO/HR/2023

26th June 2023

OFFICE ORDER

Sub: **Re-Constitution of Redressal Committee on Sexual Harassment at CHO – Reg.**

Consequent to the Superannuation of Dr.V K Jayasree, Associate Vice President (OL), the existing Complaint Redressal Committee on Sexual Harassment of Women Employees at workplace pertaining to CHO is reconstituted with the following members with immediate effect.

- | | |
|--|---------------|
| 1. Smt. Udayakumari K S, AVP (IT) | - Chairperson |
| 2. Smt. M. Sreekumari, Hon Secretary
SMSS Hindu Mahila Mandiram | - NGO Nominee |
| 3. Shri Thomas P Abraham, DVP(HR) | - Member |
| 4. Smt. Raji L, DGM (F&A) | - Member |
| 5. Smt. Beena Achan L, DGM (L) | - Member |
| 6. Smt. Aparna A V, SM (BS&SA) | - Member |
| 7. Smt. Salini S S, Officer Grade 3 | - Member |

The Redressal Committee will handle complaints regarding the sexual harassment of women employees at workplace as per guidelines formulated by the Supreme Court of India.

The Committee will interact with lady employees once in 6 months and section wise meeting to be organized on monthly basis.

This Order is issued with the approval of the Competent Authority.


Dr.ROY SEBASTIAN
VICE PRESIDENT (HR)

To

Above Members

Notice Board - CHO

CC: M(HR) / DVP(HR) / CSO

CC: CS / VP (RBD & GAPL) / VP (F) & CFO / VP (S) / VP (IBD) / VP (M) / VP (T&O) / VP(CQA) & MR

CC: SVP (M) i/c / SVP (CAS) i/c

CC: D (T&O) / D (FIN)

CC: CMD – For kind information



HLL Lifecare Limited
(A Government of India Enterprise)

एचएलएल लाइफ़केयर लिमिटेड
(भारत सरकार का उद्यम)

Peroorkada Factory, Thiruvananthapuram-5

No. HLL/PFT/HR/46/2023

21.07.2023


OFFICE ORDER

Sub: Reconstitution of the Redressal committee on Sexual Harassment at PFT-reg

A Committee for the Redressal of Sexual Harassment of Women employees at work place is reconstituted with the following members.

- | | |
|---|--------------------|
| 1. Smt. Sumol Saraswathy, JGM(ETD) | -Presiding Officer |
| 2. Smt. M. Sreekumari, Secretary, Hindu MahilaMandiram,Poojappura | -Member-NGO |
| 3. Shri Ramesh Mohan R P, SM(HR) | -Member |
| 4. Smt. Sobha.K, DGM (Packing) | -Member |
| 5. Smt. Bindu.S, AM(HR) | -Member |
| 6. Smt. Jayamani.S, Card No.100382,O5, MT Lab | -Member |
| 7. Smt. T.Sailaja Card No.100396,O5, HR | -Member |
| 8. Smt. Sandhya.V.S. MG4, Card No.102482, Instrumentation | -Member |
| 9. Smt. Ragini.V, Card No.101379, MG 4,QA | -Member |
| 10. Smt. Salini.V, Card No.102380, MG 2, QA | -Member |
| 11. Smt. Shiju N.Card No.102399,MG 2, Packing | -Member |

The committee will handle complaints regarding the sexual harassment of women employees at workplace as per guidelines formulated by the Supreme Court of India and will meet and discuss matters connected with the committee.


SM (HR)

To

The concerned



एचएलएल लाइफकेयर लिमिटेड
(भारत सरकार का उद्यम)

HLL Lifecare Limited
(A Government of India Enterprise)

Akkulam Factory, Sreekariyam P O,
Trivandrum , Pin - 695017

HLL/AFT/HR/2023

03.05.2023

OFFICE ORDER

Sub: Redressal Committee on Sexual harassment at AFT-reconstitution

Consequent to the change of personnel due to transfer/retirement etc, the existing complaint Redressal Committee on Sexual Harassment of Women Employee at workplace pertaining to Akkulam Factory is reconstituted with the following members with immediate effect.

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|---|---------------|
| 1. Smt. Rashmi Nair, SM (F) | - Chairperson |
| 2. Smt. M Sreekumari, Secretary, Hindi Mahila Mandiram- | Member , NGO |
| 3. Smt. V B Sarathkala,O2 | - Member |
| 4. Smt. Sandhya P R, MG4 | - Member |
| 5. Shri. Tom B Mathew,JGM(BB) | - Member |
| 6. Shri. Praveen P, GM(HR) | - Convenor |

The Redressal Committee will handle complaints regarding the Sexual Harassment of Women employees at workplace as per the Sexual Harassment of Women at workplace(Prevention, Prohibition, Redressal) Act ,2013.

This has the approval of Competent Authority.


MUKUND R
GENERAL MANAGER (O) & UNIT CHIEF

To

Above Members

CC: NoticeBoards

VP (T&O)/ VP (HR)

D (T&O)

C&MD -

For kind information

HLL LIFECARE LIMITED,
KANAGALA - 591225, DIST : BELAGAVI

HL:BG:HR:SHC:116A/2021- 534

Date : 03.07.2021

CIRCULAR

Sub. : Constitution of Internal Complaints Committee.

The Internal Complaints Committee for Redressal of Sexual harassment in workplace at HLL-KFB has been reconstituted with following members.

SL.	Name of Members	Designation	Sl	Name of Members	Designation
1	SMT. G.C.HEGDE	Chairman	2	SMT.A B. NAGARALI	Secretary
3	SMT. V.V.SHINDE	Member	4	MR. ANUP MOURYA	Member
5	MS. H.B. BELAWADI	Member	6	MR. R.R.MAHAJAN	Member
7	G.S. OF L.E.UNION FEDERATION	Member	8	G.S. OF B.R.DR.BRA. SC/ST W.UNION	Member
9	SMT. R.R. GINIMAV	Member			

As per the rules, the tenure of the Internal Complaints Committee shall not be more than 3 years. The Internal Complaints Committee will handle complaints on sexual harassment on women employees at work places as per the guidelines formulated by the Supreme Court of India.

In this matter "Don'ts & Do's" are as follows :-

Don'ts :

1. Do not treat women employees as sex object.
2. Do not outrage or insult the modesty of female employees and colleagues.
3. Do not make sexual advances to women at work place. If you do, will be liable disciplinary proceedings.

Do's :

1. Women are right at human right.
2. Women have a right to equal treatment. Equal justice with dignity and honor.
3. Create and sustain conducive environment for work.
4. Ensure adequate personal security for employees specially women.

The Committee will interact with lady employees once in 6 months and the Committee will meet at least once in a Two months.

In order to provide safety and healthy environment for women employees and to strengthen the functioning of committee, a cell phone No.9449204048 is provided to Smt. G.C. Hegde – Sr. Manager (F&A) – Chairman of the committee, to enable women employees to interact in the matter. It may kindly be noted that names of complainer will be kept confidential.

This is for information of all.

= Turbinder
03/07/21
SR. MANAGER (HR)

To,

NOTICE BAORDS : MAIN GATE / FACTORY / ADMN / OCP / BDU / SNP /
UNIPIILL

CC TO :- GM(O) / U.C. – For kind infr.

o.c.



एचएलएल लाइफकेयर लिमिटेड

HLL Lifecare Limited

भारत सरकार का उद्यम (A Govt. of India Enterprise)

काक्कनाडु, कोचीन Kakkanad, Cochin

एचएलएल /केएफसी/एचआर/2023

HLL/KFC/HR/2023

दिनांक/Date: 03.11.2023

कार्यालय आदेश/ OFFICE ORDER

Sub: Redressal Committee on Sexual Harassment at KFC- reconstitution

Consequent to the change of personal due to transfer/retirement etc, the existing complaint Redressal Committee on sexual Harassment of women Employee at workplace place pertaining to Kakkanad Factory is reconstituted with the following members with the immediate effect.

- | | |
|--|---------------------|
| 1. Smt Lijy T.K., SM (Purchase) | - Presiding Officer |
| 2. Smt Dini Kumari | - Member, NGO |
| 3. Smt Samyuktha S , DM(Finance) | - Member |
| 4. Smt Bindu Mathew, MG6 | - Member |
| 5. Shri Binu Sundar, SM (Sales, Store's, Projects & IT) | - Member |
| 6. Shri Kamal V, M (HR) | - Convenor |

The Redressal Committee will handle complaints regarding the Sexual Harassment Of Women employees at workplace as per the Sexual Harassment of Women at workplace (Prevention, Prohibition, Redressal) Act,2013.

This has the approval of Competent Authority

RAJEEV R V

GM (OPERATIONS) i/c & UNIT CHIEF (KFC & IFC)

To,

Above Members

CC: Notice Boards

VP HR)

SVP (T&O) i/c

D (T&O)

C&MD

For Kind information



एचएलएल लाइफकेयर लिमिटेड
HLL Lifecare Limited
(भारत सरकार का उद्यम A Govt. of India Enterprise)
पेरपुरम फैक्टरी Irapuram Factory
कोच्चिन Cochin

HLL/IFC/HR/2023

03.11.2023

OFFICE ORDER

Sub: Redressal Committee on Sexual harassment at IFC- reconstitution

Consequent to the change of personal due to transfer/retirement etc, the existing complaint Redressal Committee on sexual Harassment of women Employee at workplace place pertaining to Irapuram Factory is reconstituted with the following members with the immediate effect.

1. Smt. Samyukta S DM(F) - Chairperson
2. Smt. Dini Kumari - Member ,NGO
3. Smt. Sheeba T V , MG2 - Member
4. Smt. Preeja M ,MG2 - Member
5. Smt. Preethy T R, Assistant (QA) - Member
6. Shri. Jitesh Prabhu S L, SM (P& S) - Member
7. Shri. Kamal V - Convenor

The Redressal Committee will handle complaints regarding the Sexual Harassment Of Women employees at workplace as per the Sexual Harassment of Women at workplace(prevention, Prohibition, Redressal)Act,2013

This has the approval of Competent Authority

RAJEEV R V

GM OPERATIONS) i/c & UNIT CHIEF (KFC & IFC)

To,

Above Members

CC: Notice Boards

VP HR)

SVP (T&O) i/c

D (T&O)

C&MD

For Kind information