

**HLL LIFECARE LIMITED**  
Registered & Corporate Office  
Poojappura  
**TRIVANDRUM**

No.HLL/CHO/HR/2024

3<sup>rd</sup> December, 2024

**OFFICE ORDER**

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

The Redressal Committee on Sexual Harassment at Workplace constituted in our Company vide our Office Order No.HLL/CHO/HR/2023 dated 26.06.2023 in line with Prevention, Prohibition & Redressal Act, 2013 is re-constituted with the following members.

- |  |               |
|--|---------------|
| 1. Smt.Udayakumari K S, AVP (IT)   | - Chairperson |
| 2. Smt.Sonia Ratheesh<br>Consultant/Trainer with GO/NGO/Corporate/Agencies | - NGO Nominee |
| 3. Shri Thomas P Abraham, DVP (HR)   | - Member      |
| 4. Smt.Raji L, DVP (F&A)   | - Member      |
| 5. Smt.Sudha S Nair, DGM (CC)  | - Member      |
| 6. Smt.Malu S Nair, SM (PSD)   | - 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**  
**SENIOR VICE PRESIDENT (HR) i/c**

To

Above Members

Notice Board - CHO

CC: M (HR) / SM (HR) / DVP (HR) / CSO / AVP (HR & SP)

CC: CS / VP & GH (Pharma) / VP (F) & CFO / VP (PS) & GH (HCS) /  
VP (M) & GH (FMCG) / VP (M) & GH (HP) / VP (CQA) & MR

CC: SVP (T&O & GBDD) i/c / SVP (F)

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

CC: CMD i/c – 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.

- |   |               |
|---|---------------|
| 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.

H = *T. W. S. S. S.*  
03/07/21  
SR. MANAGER (HR)

To,  
NOTICE BAORDS : MAIN GATE / FACTORY / ADMN / OCP / BDU / SNP /  
UNIPILL  
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



एचएलएल कॉर्पोरेट आर & डी केंद्र, आक्कुलम, श्रीकार्यम पी. ओ., तिरुवनंतपुरम  
HLL Corporate R & D Centre, Akkulam, Sreekariam P O, Trivandrum

HLL/CRDC/HR/2023

OFFICE ORDER

19.12.2023

**Sub: Redressal Committee on Sexual harassment at HLL Corporate Research & Development Centre, Akkulam, TVM**

A complaint Redressal Committee on Sexual Harassment of Women Employee at workplace pertaining to HLL-CRDC, Akkulam is constituted with the following members with immediate effect.

1.	Dr.Diksha Painuly	Scientist E-4	Chairperson
2.	M Sreekumari	Hon Secretary, SMSS Hindu Mahila Mandiram	NGO Nominee
3.	Praveen P	GM(HR)	Member
4.	Dr.Suja K P	Scientist E-3	Member
5.	Padmasruthy S	Deputy Manager (Finance)	Member
6.	Kavitha Rajesh	AM(HR & Materials)	Member
7.	Padmapriya.S	MG-5	Member

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.

  
GM(HR)

To

Above Members

CC: Notice Boards

SVP(T&O) i/c

VP(HR)

D (T&O)

C&MD - For kind information



HLL/CMO/MKT/HR/2023-24/

Date: 24.11.2023

**OFFICER ORDER**

**Sub: Constitution of Internal Compliance Committee (ICC) on Prevention of Sexual Harassment (PoSH) at HLL-CMO - Reg.**

The internal Compliance Committee for Redressal of Sexual Harassment in the workplace at HLL-CMO has been constituted and member's details are as follows:

S.N	Name of Employee (Shri/Smt.)	Position in the Committee
1	Ms. Anuradha Nair	Presiding Officer
2	Ms.Sujatha N J	Member
3	Shri. Deva Sagayam J	Member
4	Shri. Kannan R	Member
5	Ms. Devika Tilak	NGO Nominee

The tenure of ICC will be 3 Year's. The ICC will handle complaints on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

The training session will be organized with all employees once in 6 months and the internal committee meeting will be held once in 3 months.



**AJIT N**

**SENIOR VICE PRESIDENT (MKTG) i/c**

To

Committee Members

Notice Board – CMO

CC: Business Heads

CC: AVP (IT)

CC: CS / VP (F) & CFO / VP (S) / VP (M) / VP (HR)

CC: SVP (T&O) i/c / SVP (M) i/c / SVP (CAS) i/c

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

CC: CMD – For kind information



**HLL Lifecare Limited**

Corporate Head Office, Thiruvananthapuram

No.HLL/CHO/HR/2024

24<sup>th</sup> April, 2024

**कार्यालय आदेश/OFFICE ORDER**

विषय: विभिन्न क्षेत्रों में लैंगिक उत्पीड़न निवारण समिति के पुनर्गठन के संबंध में।

**Sub: Re - Constitution of Redressal Committee on Sexual Harassment at Different Regions – Regarding.**

कार्यपालकों के स्थानांतरण और तैनाती के परिणामस्वरूप, निम्नलिखित समितियों का पुनर्गठन नीचे जैसे किए जाते हैं:

Consequent to the Transfer and Postings of Executives, the following Committees are Re-Constituted as below:

**उत्तरी क्षेत्र/NORTHERN REGION**

- |   |               |
|---|---------------|
| 1. Smt.Shyamali, Sr. Manager (RBD)                | - Chairperson |
| 2. Smt.Deepika, Manager (SD-RBD)                  | - Member      |
| 3. Smt.Kavita Singh, Manager (SD-RBD)             | - Member      |
| 4. Shri Deepak Kumar Saroj, Sr. Manager (GBDD)    | - Member      |
| 5. Shri Bharat Kumar Mishra, Sr. Manager (INB-NR) | - Member      |

**पूर्वी क्षेत्र/EASTERN REGION**

- |  |               |
|--|---------------|
| 1. Smt.Rupa Chakravorty, Sr. Manager (Mktg.)         | - Chairperson |
| 2. Shri Rakesh Kumar Singh, Sr. Manager (Finance)    | - Member      |
| 3. Shri Santhosh A S, Manager (SD-RBD)               | - Member      |
| 4. Smt. Mayouri Handique, HR Assistant (DS)          | - Member      |
| 5. Dr.Nadia Ullah, District Project Co-ordinator, DS | - Member      |


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: 2 :

**पश्चिमी क्षेत्र/WESTERN REGION**

1. Smt.Priya Chitriv, DM (Quality), DS - Chairperson
2. Smt.Ridhina Ameya Dhule, DM (Procurement), HCS & DS - Member
3. Dr.Salesh Chandran P, Manager (DS) - Member
4. Shri Arun R Gangadharan, DGM (HCS) - Member
5. Shri Hari R Pillai, DVP (HCD-SPM) i/c - Member

इसे सक्षम प्राधिकारी का अनुमोदन है।/This has the approval of Competent Authority.

  
डॉ.रॉय सेबास्टियन/Dr.ROY SEBASTIAN  
वरिष्ठ उपाध्यक्ष (मानव संसाधन) प्रभारी  
SENIOR VICE PRESIDENT (HR) i/c

सेवा में/To

उपर्युक्त सदस्य/Above Members

सूचना पट्ट - सीएचओ  
Notice Board - CHO

CC: M (HR) / SM (HR) / DGM (HR – MKTG. & HCS) / DVP (HR)

AVP (HCS) i/c / AVP (DS) / AVP (IT)

CS / VP (RBD & GAPL) / VP (F) & CFO / VP (S) / VP (IBD) / VP (M) /  
VP (CQA) & MR

SVP (T&O) i/c / SVP (CAS) i/c

D (MKTG) / D (T&O) / D (FIN)

अध्यक्ष एवं प्रबंध निदेशक i/c - सदय सूचनार्थ।  
CMD i/c – For kind information