



INTERNAL COMPLAINTS COMMITTEE

**ALWAYS
ON THE
MOVE**



INTERNAL COMPLAINTS COMMITTEE

SSRC Logistics ICC POLICY

Effective 3rd December, 2025

1. Purpose

SSRC Logistics Private Limited ("SSRC" or "the Company") is committed to providing a **safe**, respectful, and **harassment-free workplace** for all employees, clients, vendors, and associates. This Internal Complaints Committee (ICC) Policy is formulated in accordance with **the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and its Rules ("POSH Act").

The objective of this policy is to:

- **Prevent sexual harassment** at the workplace
 - Provide a redressal mechanism **for complaints** of sexual harassment
 - **Ensure fair and timely resolution** of complaints
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2. Scope

This policy applies to:

- **All employees** (permanent, temporary, contractual, probationary, trainees, interns)
- Consultants, vendors, and service providers
- Any person visiting or working at SSRC workplaces

The policy covers incidents occurring:

- At any SSRC office, warehouse, site, or branch office
 - During work-related travel or meetings
 - At work-related events, training, or social gatherings
 - Through electronic communications such as email, messaging apps, or calls
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3. Definition of Sexual Harassment

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- **Physical contact** and advances
 - **Demand** or **request** for sexual favours
 - **Sexually coloured remarks**
 - **Showing pornography**
 - Any other **unwelcome physical, verbal, or non-verbal** conduct of a sexual nature
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4. Constitution of Internal Complaints Committee (ICC)

SSRC shall constitute an Internal Complaints Committee as per the POSH Act, consisting of:

- A Presiding Officer (senior woman employee)
- At least two employee members committed to women's causes or experienced in social/legal work
- One external member from an NGO or association familiar with issues of sexual harassment

At least 50% of the ICC members shall be women as per the act. The ICC members shall hold office for a period of three (3) years.

SSRC Logistics ICC Members Consist of:

1) Geeta Naik	9765500544	(Presiding Officer)
2) Suvidha Prabhu	9130000633	(Member)
3) Purva Khanolkar	9765565860	(Member)
4) Sumit Choudhary	9765565650	(Member)
5) Suvarna Naik	9765565849	(Member)
6) Pallavi Naik	9762708218	(External Member)(Advocate)
7) Presha Shirgaonkar	9765565862	(Member)
8) Srutika Halankar	9765565708	(Member)

5. Roles and Responsibilities of ICC

The ICC members shall:

- Receive and acknowledge complaints of sexual harassment
- Conduct impartial and confidential inquiries

- Recommend corrective or disciplinary actions
 - Submit annual reports as required under the law
 - Create awareness and sensitise employees on POSH
 - Hold Monthly meetings in order to review and implement changes
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6. Complaint Procedure

- A complaint shall be made in writing to the ICC within three (3) months from the date of the incident.
- In case the complainant is unable to write, assistance shall be provided.
- The ICC may extend the time limit by another three (3) months if sufficient reasons are provided.

Conciliation

Before initiating the inquiry, the ICC may attempt conciliation at the written request of the complainant. Monetary settlement shall not be the basis of conciliation. The Complaint can be filed through an email to the ICC members or can be filed through a written letter to the members about the same.

7. Inquiry Process

- The ICC shall initiate an inquiry within two (2) working days of receiving the complaint.
 - Both parties shall be allowed to be heard.
 - The inquiry shall be completed within thirty (30) days.
 - The principles of natural justice shall be followed without any bias or discrimination.
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8. Interim Relief

During the pendency of the inquiry, the ICC may recommend:

- Transfer of either party
- Grant of leave/suspension to the complainant (up to three months)
- Any other relief deemed necessary
- Hold or Suspend employee salary

9. Action on Inquiry Findings

If Allegation is Proven:

The ICC may recommend:

- **Written apology**
- **Warning or reprimand**
- **Deduction of salary or wages**
- **Termination of employment**
- **Mandatory counselling or training**

If Allegation is Not Proven:

No action shall be taken against the respondent, and efforts shall be made to restore the reputation of all concerned.

False or Malicious Complaints:

If a complaint is found to be malicious or false, appropriate action may be taken as per company policy. Mere inability to substantiate a complaint does not attract action.

10. Confidentiality

All proceedings under this policy shall be strictly confidential.

Breach of confidentiality shall attract disciplinary action as per applicable laws.

11. Protection Against Retaliation

SSRC strictly prohibits retaliation against any individual who files a complaint or participates in an inquiry. Any retaliation shall be treated as misconduct.

12. Awareness and Training

SSRC shall:

- Conduct periodic POSH awareness programs
 - Display details of ICC members prominently
 - Share this policy with all employees
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13. Annual Reporting

The ICC shall prepare an annual report in the prescribed format and submit it to the board members and the required employees, who shall file the same with the appropriate authority. POSH Committee members shall hold a monthly meeting and review all the workings of the company, and take appropriate actions.

14. Amendment and Review

This policy may be reviewed and amended by SSRC from time to time to ensure compliance with applicable laws.



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Managing Director



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— — — — — *Logistics You Can Count On*