

This is only a format to guide you in filing a complaint of sexual harassment.
If you wish to submit it in any other format, please ensure to provide all details

Complaint of Sexual Harassment at Workplace

To

Date:

<name of member or Presiding Officer>,

Internal Complaints Committee

L. M. College of Pharmacy

Navrangpura, Ahmedabad

Sub: Complaint of sexual harassment at workplace

Details of the complainant

Name :

Designation :

Class/Department:

Contact details :

Details of the accused

Name :

Designation :

Class/Department:

Name and address of the Company/place of work:

Mobile number (if available):

1. I, _____ (full name) am studying /working associated with L. M. College of pharmacy since _____ (date). I lodge this complaint of sexual harassment against _____ (name of accused) for having sexually harassed me at the work place.

2. My association/ professional relation with the accused, and since when, is as below:

3. Details about the incident or incidents of sexual harassment:

[If you have faced more than one incident, start from the first incident. Describe the incident and mention the date, time, place, people present, if any, and other circumstances for every incident; and how you responded, and what impact did it have on you. If you wish you may use the format below to describe the incident/s.] (You may use a separate sheet of paper if you want more space to write or if you do not want to put it in a tabular format)

Sr No.	Date and time	Place of incident	Description of the incident	My response	How it has affected me

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4. I have the following as evidence to substantiate my claim:
[In case you have any evidence state it below; if you do not have evidence leave it blank]
- a. List of documentary evidence (if any):

 - b. Audio/ Video clips (if any):

 - c. Names of witnesses (if any):

 - d. Any other (specify)
5. I have enclosed the following as evidence along with this complaint (if any)
6. I request you to treat this as a complaint under section 9 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
7. I request the ICC to:*[Tick the option of your choice]*
- a. I request the IC to settle the matter between me and the alleged perpetrator through conciliation before proceeding with the inquiry

OR

 - b. I do **not** want to settle the matter through conciliation, and request the Committee to proceed with the formal inquiry
8. Any other matter that you would want to inform /request the Internal Complaints Committee.

Signature of complainant

Address:

Date:

Email ID:

Mobile no:

Note: Please use additional sheets, if you need more space, with proper labelling.