

**URANIUM CORPORATION OF INDIA LIMITED**  
**JADUGUDA**

**ADMINISTRATIVE INSTRUCTION No. UCIL/995**

**Date: 22.10.2024**

**Sub:** Constitution of Internal Complaint Committee (ICC) under Section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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In order to provide protection against sexual harassment of working women and for redressal of complaint of sexual harassment, it has been decided to constitute a committee. The committee shall have the jurisdiction to examine such complaints for company's units at Jaduguda/ Narwapahar/ Turamdih/ Bagjata/ Mohuldih/ Banduhurang Mines situated in the district of Singhbhum East.

1. Following person shall be the members of the committee:

- |       |   |   |           |
|-------|---|---|-----------|
| (i)   | Dr. Babita Shaw, Chief Manager (M S)        | - | President |
| (ii)  | Smt. K.L. Beena, Asstt. Hindi Officer       | - | Member    |
| (iii) | Smt. M. Radhika, LDC/Typist                 | - | Member    |
| (iv)  | Smt. C. Amulya, Helper-A                    | - | Member    |
| (v)   | Smt. Salge Mardi, Samvad, Sundernagar (NGO) | - | Member    |

2. The Presiding Officer and Members shall hold office of the Committee for a period of **three (03) years**.

3. Chairman and Managing Director shall have the powers to remove Presiding Officer/member of the Committee for contravention of the provision of the Act, 2013 or conviction of any offence under any law or have been found guilty of any disciplinary procedure pending against him/her.

4. Following circumstances among other circumstances, if it occurs or is connected with any act or behaviour, may amount to sexual harassment.

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favors; or
- (iii) Making sexually colored remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

5. The following circumstances, also among other circumstances, if it occurs or is present in relation to or connected with any act/ behaviour of sexual harassment, may amount to sexual harassment:-

- (i) Implied or explicit promise of preferential treatment in her employment; or
- (ii) Implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or



- (iv) Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety;


6. "Aggrieved woman" means -

In relation to workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any of sexual harassment by the respondent;

- 7. The complaint of sexual harassment shall be made to the committee within a period of 03 (three) months from the date of incident and in case of series of incident within a period of 03 (three) months from the date of the last incident.
- 8. The committee before initiating an enquiry and at the request of aggrieved woman may take step to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made on the basis of conciliation.
- 9. The Committee shall record such settlement and would forward the same to the Head of Personnel Department of the company. The committee would also provide a copy of such settlement to both the parties. No further enquiry shall be held by the Committee where a settlement has already been arrived.
- 10. The Internal Complaint Committee shall provide a report to the Head of Personnel Department of its finding within a period of ten (10) days from the date of completion of such enquiry. A copy of such report shall also be provided to concerned parties.
- 11. Where, the Internal Complaint Committee arrives at a conclusion that allegation against the respondent has been proved, it shall recommend to the employer to take action for sexual harassment in accordance with provision of service rules.
- 12. The committee may recommend to the employer to deduct from salary/wages of the respondent, such sum as it may consider appropriate to be paid to aggrieved woman in accordance with the provision of Section-15 notwithstanding any thing in the service rule applicable to respondent.
- 13. Where an employer is unable to make such deduction from the salary/wages of the respondent due to his being absent/cessation of employment, the Committee may forward the order to the District Authorities for recovery of the sum as an arrear of land revenue.
- 14. Where the Internal Complaint Committee arrives at conclusion after due enquiry that the allegation against the respondent is malicious or false, the Committee shall recommend to the employer to take action against the woman who had made such complaint. Provided further that mere inability to substantiate a complaint or provide adequate proof need not attract any action against the complainant.



15. Where the ICC arrives at a conclusion during the enquiry that any witness has given false evidence or produced forged document or misleading document, the Internal Complaint Committee (ICC) may recommend for suitable action against such witness to the Employer.
16. The ICC shall prepare an annual report for each calendar year and submit the same to the employer.
17. The A.I. No. 882 dated 18.07.2019 stands amended to the extent as mentioned above except the provisions mentioned under Rule 21(A) of UCIL Conduct Rules and under clause 42(z) of the CSO of the Company.

  
22/10/2024

(Rakesh Kumar)

Dy. General Manager (P&IRs)

**Distribution:**

Addl. Manager (Admin.), O/o C&MD  
Admin. Officer, O/o D(T)  
PA, O/o D(F)  
All Heads of Department/All Sectional Heads  
Chief Vigilance Officer

All Members of the above committee:

Thro': **HOD**

Chairman, Shop Council, Mines/Mill/NWP/TMD  
General Secretary, JLU/UKU/UMS/SUMU/ULU

**ALL NOTICE BOARDS**