



INTERNAL COMPLAINT COMMITTEE



ISHA HOSPITAL, A UNIT OF ISHAVASYAM MULTISPECIALTY HOSPITAL LLP

DATE OF COMMITTEE CONSTITUTION: 18 MARCH, 2018

COMMITTEE CONSTITUTED AS PER: POST ACT, 2013

OBJECTIVES: TO PROMOTE SAFE WORK ENVIRONMENT TO ALL EMPLOYEES AND CONTRACTUAL STAFF WORKING IN THE HOSPITAL, SPREAD AWARENESS AGAINST SEXUAL HARRASSMENT AMONG STAFF MEMBERS AND ADDRESS ISSUES, IF ANY.

CURRENT TEAM MEMBERS:

CHAIRPERSON: DR. SHILPI SHUKLA, MD, O-G 17086

MEMBERS: MS. SANDHYA SHAH, M.Sc (Food & Nutrition), worked at Shroff's Foundation Trust since 1989

MS. BELA BHATT, B.Sc., L.L.B.

DR. PARUL SHAH, D.H.M.S –ADMINISTRATOR, ISHA HOSPITAL

NURSE SUPERVISOR – MS. DAICY GRACY, B.Sc. Nursing

MS. SNEHA PATIL, MHA – QUALITY EXECUTIVE, ISHA HOSPITAL

MR. RANIT PATEL – M.S.W. – H.R. EXECUTIVE, ISHA HOSPITAL

FREQUENCY OF MEETINGS: QUARTERLY

PROCEDURE:

Any staff who experiences an incident of sexual harassment can personally inform any of the above mentioned members to whom he/she feels comfortable with. The staff can also give a complaint in writing to the HR Department or the committee members or email to hr@ishahospital.com

The incident is then submitted to the Internal Complaint Committee.

On the basis of review/investigation of the incident, the committee will come to the conclusion within 2 working days.

If the employee against whom complaint is lodged is found guilty, then a memo/suspension/termination letter will be issued and if there is a violation of law, then a police complaint will be lodged by the administrator.



A Unit of Ishavasyam Multispeciality Hospital LLP

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