

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

No.HLL/CHO/HR/2025 /50

21<sup>st</sup> May, 2025

**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. Smt.Raji L, DVP (F & A)   | - Member      |
| 4. Smt.Sudha S Nair, DGM (CC)  | - Member      |
| 5. Shri Vivek V S, SM ((HR – RBD)  | - Member      |
| 6. Smt.Aswathy Dinesh T, Manager (HCS-Procurement)                         | - 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.Rajesh Ramakrishnan**  
Vice President (HR & SP) i/c

To

Above Members

Notice Board - CHO

CC: SM (HR) / CSO

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

CC: SVP (T&O)

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

CC: **CMD – for kind information**

No. HLL/PFT/HR/2025

05.06.2025

**OFFICE ORDER**

**Sub: Reconstitution of the Redressal Committee on Sexual Harassment at PFT reg:**

A Committee for the Redressal of Sexual Harassment against women employees at work place is reconstituted with the following members:

- |  |                     |
|--|---------------------|
| 1. Smt. Sobha K, DGM (Sec Pkg)                             | - Presiding Officer |
| 2. Smt. Asha K I, Advocate, District Court Centre, TVM     | - Member- NGO       |
| 3. Shri. Thomas P Abraham, JGM (HR)                        | - Member            |
| 4. Smt. Saritha Jayaraj, DGM (Purchase)                    | - Member            |
| 5. Smt. Bindu s, DM (HR)                                   | - Member            |
| 6. Smt. Neena M G, DM (ETD)                                | - Member            |
| 7. Smt. Rajeswari A K, Card No. 101273, O5 (HR)            | - Member            |
| 8. Smt. Sandhya V S, MG 5, Card No.102482, Instrumentation | - Member            |
| 9. Smt. Ragini V, Card No.101379, MG 5, QA                 | - Member            |
| 10. Smt. Salini V, Card No.102380, MG 3, QA                | - Member            |
| 11. Smt. Shiju N, Card No.102399, MG 3, 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.

  
JGM (HR)

TO

The concerned

No. HLL/AFT/HR/2025-26

Date: 08-07-2025

**कार्यालयटिप्पणी/OFFICE ORDER**

**Sub: Reconstitution of Redressal Committee on Sexual Harassment at AFT – Reg:-**

Consequent to the transfer of Smt. Rashmi Nair, SM(F), the existing Complaint Redressal Committee on Sexual Harassment of Women Employees at the workplace pertaining to Akkulam Factory is reconstituted with the following members, with immediate effect.

- |  |   |             |
|--|---|-------------|
| 1) Smt. Shilpa C M, SM(QA & UMR)       | - | Chairperson |
| 2) Adv. Rita K.G, Advocate, Vanchiyoor | - | Member      |
| 3) Smt. V B Sarathkala, O3 (SUT)       | - | Member      |
| 4) Smt. Elizabeth Mathew, O5 (BB)      | - | Member      |
| 5) Shri. Sreenivasan K N, DGM (BB)     | - | Member      |
| 6) Shri. Praveen P, GM (HR)            | - | Convener    |

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 meet at least once in quarter and discuss matters connected with the Committee.

This is with the approval of the competent authority.

  
**EXECUTIVE DIRECTOR (OPERATIONS)  
& UNIT CHIEF**

To

- 1) Above members
- 2) The Notice Board

Cc:

- 1) To All Controlling Officers
- 2) VP(HR & SP)/i/c
- 3) SVP(T&O and GBDD)
- 4) D (T&O)
- 5) C&MD – for kind information

HLL LIFECARE LIMITED,  
KANAGALA - 591225, DIST: BELAGAVI

HL: BG: HR: SHC: 116A/2025- 1108

Date: 19.08.2025

OFFICE ORDER

Subject: Constitute of Internal Committee.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Committee (IC) at HLL-KFB has been formed with immediate effect. Names of the committee members are as follows: -

Sl. No	Name of the Members	Designation	Sl. No	Name of the Members	Designation
1	Smt. Junitha T R	Chairman	6	Smt. D.D. Kamatagi	Member
2	Ms. Nagaratna S Ramagouda	Member External	7	Shri. S Y Mense	Member
3	Smt. A B Nagarali	Secretary	8	Shri. S M Yadanaik	Member
4	Shri. R R Mahajan	Member	9	Smt. M S Javejar	Member
5	Smt. V.V. Shinde	Member	10	Ms. M M Gadakari	Member

The Internal Committee (IC) will handle complaints on sexual harassment of women employees at work place (HLL -KFB) as per the guidelines formulated by the Supreme Court of India.

In this matter the common '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's right are 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 shall meet at least once in three months to monitor, update procedure, plan awareness programs to ensure safe and respectful work environment.

In order to provide safety and healthy environment for women employees and to strengthen the functioning of committee, a cell phone No.8050177340 is provided to Smt. A B Nagarali, Secretary of the committee, to enable women employees to interact freely in the matter. It may kindly be noted that names of complainer will be kept confidential.

This is for information of all.

*# - Two made*  
Dy. General Manager (HR)



एचएलएल लाइफकेयर लिमिटेड  
HLL Lifecare Limited  
भारत सरकार का उद्यम (Govt. of India Enterprise)  
काक्कनाड, 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



HLL Lifecare Limited  
(A Government of India Enterprise)

एचएलएल लाइफकेयर लिमिटेड  
(भारत सरकार का उद्यम)

Irapuram Factory, Rubber Park

HLL/IFC/HR/CIR/25-26/001

07.07.2024

OFFICE NOTE

**SUB:** Sanction for reconstituting the POSH committee at HLL-IFC

Constitution of internal committee (IC) under POSH 2013 is a mandatory & statutory requirement as per the section 4 (1) and 29 of the POSH act 2013. Existing POSH committee consists of the following members:

- |                                     |               |
|-------------------------------------|---------------|
| 1. Smt. Sivaganga – DM (F)          | - Chairperson |
| 2. Smt. Dini Kumari                 | - Member NGO  |
| 3. Smt. Sheeba TV- MG2              | - Member      |
| 4. Smt. Preeja M- MG2               | - Member      |
| 5. Smt. Preethy T. R- Asst. QA      | - Member      |
| 6. Shri. Jitesh prabhu.S.L- SM (QA) | - Member      |
| 7. Shri Manoj Daya- SM (HR)         | - Convener    |

Considering the re-structuring of the executives of HLL, it is proposed that we may re-constitute the POSH committee as follows:

- |  |               |
|--|---------------|
| 1. Smt. Samyukta. S – DM (F)           | - Chairperson |
| 2. Smt. Dini Kumari                    | - Member NGO  |
| 3. Smt. Sheeba TV- MG2                 | - Member      |
| 4. Smt. Preeja M- MG2                  | - Member      |
| 5. Smt. Preethy T. R- Asst. QA         | - Member      |
| 6. Shri. Girish.Krishna A K- SM (Engg) | - Member      |
| 7. Shri Kamal.V- SM (HR)               | - Convenor    |

Put up for approval.

  
SM (HR)

GM (O) & UC-KFC & IFC



HLL Lifecare Limited  
(A Government of India Enterprise)

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

SVP (T&O)
No. 8725
Date: 28/5/25

HLL/CRDC/HR/2025

23.05.2025

कार्यालय टिप्पणी/OFFICE NOTE

**Sub: Reconstitution of Redressal Committee on Sexual Harassment(POSH) at HLL CRDC**

Since some of the members in the committee got transferred/ retired from service, we propose to reconstitute the Complaint Redressal Committee on Sexual Harassment of Women Employees at workplace pertaining to HLL-CRDC with the following members with immediate effect.

SL No.	SAP No.	Name of Employees (Shri/Smt.)	Position in the Committee
1	102290	Dr.Diksha Painuly	Chairperson
2		Rita K G Advocate,Vanchiyoor	Member, NGO
3	101309	Praveen P	Member
4	101880	Dr.Suja K P	Member
5	101317	Kavitha Rajesh	Member
6	102327	Padmapriya.S	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. The committee will meet at least once in a quarter and discuss matters connected with the Committee.

Put up for kind approval.

GM(HR)

ED(O) and Unit Chief

26.5.25

SVP(T&O)

28/5/25

DM(HR&Mtl)



**APPOINTMENT OF MEMBERS**  
**IN THE PoSH INTERNAL COMMITTEE**

**RESOLVED THAT**, pursuant to the provisions of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following individuals are hereby appointed as members of the Internal Committee (IC) of HLL Lifecare Limited with effect from 16.06.2025:

1. Mr. P. Jinoth Kumar – Member, Internal Committee
2. Mrs. R. Meena – Member, Internal Committee

The Appointment of IC Members for the PoSH Internal Committee of HLL Lifecare Limited at the meeting held at HLL Bhavan, No.26/4, Velachery – Tambaram Main Road, Pallikaranai, Chennai on date 16.06.2025 at time 3.30 PM. The updated composition of the Internal Committee shall be as follows:

1. Mrs. N. J. Sujatha – Presiding Officer
2. Mr. R Kannan – Member
3. Mr. P. Jinoth Kumar – Member
4. Mrs. R. Meena – Member
5. Mrs. Devika Thilak – External Member

**RESOLVED FURTHER THAT** the newly appointed Internal Committee members are hereby authorized to do the following:

- To aware about the Sexual Harassment Policy for our organization.
- To work towards providing a safe and respectful working environment.
- Organize training and awareness programs at regular intervals.
- To conduct IC meetings.
- Organize IC meetings when there is a complaint received in writing from any of the women employees.
- To settle grievances and to make sure there is appropriate compensation for any case of misconduct and sexual harassment.
- Authentication of documents related to the PoSH Act.
- Representation of the Organisation in connection to the issues related to the POSH Act.
- Statutory Annual Returns Filing as per the PoSH Act.

**For HLL LIFECARE LIMITED**

**REJU SKARIA**  
**VP (M) & GH (HP)**

स्वस्थ पीढ़ियों के लिए नवजायन | Innovating for Healthy Generations

Corporate & Regd. Office:  
HLL Bhavan, Thiruvananthapuram-695 012, India, Tel : 91-471-2354949  
Website : [www.lifecarehll.com](http://www.lifecarehll.com)  
CIN: U25193KL1966GO1002621

Central Marketing Office:  
HLL Bhavan, #26/4,  
Tambaram-Velachery Main Road,  
Pallikaranai, Chennai-600 100.  
Tel : + 91- 44-2981 3732/33/34  
Fax : + 91- 44-2246 0096





HLL Lifecare Limited

Corporate Office: Plot No. 1, Sector 1, Gurgaon, Haryana

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 जाने 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 (Mkg.)          | - 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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**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

उपस्थित 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 - सदस्य सूचनार्थी  
CMD i/c - For kind information