

## Email Complaint: When Company Does not Have an IC

Dear <name of the authority, ideally the Promoter>,

(mark a cc to the Legal Head and HR Head if there are)

I am writing this letter to let you know that I want to file a complaint of workplace sexual harassment with this organization. Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013, I should be filing this complaint with the Internal Committee of this organization. However, upon enquiry, I was told that no such committee has been formed. Also, as I educated myself further on this subject, other aspects of this law are also not implemented here.

I would strongly recommend that the guidelines of this law are implemented right away and a Committee is formed in adherence with them. As an aggrieved woman employee of this organization, it is my right to receive a just and fair redressal from you.

I look forward to hearing from you on this at the earliest. The other options available with me in the absence of an Internal Committee are the State Women Commission, online government portal and legal recourse.

I appreciate your prompt response in advance and would expect that due process is initiated at the earliest.

Regards,

<your name>

