

Internal Complaints Committee (ICC) Complaint Form Template under the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (India)**. This template can be customized according to your organization's policy and needs.

Internal Complaints Committee (ICC) – Complaint Form

(As per the Sexual Harassment of Women at Workplace)

Section A: Complainant's Details

Full Name: _____

Employee ID (if applicable): _____

Designation: _____

Department: _____

Contact Number: _____

Email ID: _____

Work Location: _____

Section B: Respondent's Details (Alleged Harasser)

Full Name: _____

Designation: _____

Department: _____

Work Location (if known): _____

Section C: Complaint Details

Date(s) and Time(s) of Incident(s)

Location(s) of Incident(s):

Nature of the Complaint (Please describe the incident(s) in detail, including behavior, gestures, language used, etc.):
(Attach separate sheets if necessary)

Were there any witnesses?

Yes

No

If yes, please provide their names and contact details:

Have you taken any prior action? (e.g., spoken to the respondent, reported to HR, etc.)

Yes

No

If yes, please specify:

Any evidence submitted (emails, messages, photos, etc.):
(Attach copies if available)

Yes

No

List of documents/evidence submitted:

Section D: Relief/Action Sought

Please specify the relief or action you expect from the ICC:

Declaration

I, the undersigned, confirm that the information provided above is true to the best of my knowledge and belief. I am aware that any false complaint is subject to disciplinary action as per the provisions of the Act and the company's policy.

Signature of Complainant: _____

Date: _____

Place: _____

For ICC Use Only

Complaint Received on: _____

Complaint Number: _____

Received by (Name & Signature): _____

Preliminary Scrutiny Completed on: _____