

POLICY FOR PREVENTION OF SEXUAL HARASSMENT OF EMPLOYEES AT THE WORKPLACE FOR SAM-HAQ TRUST.

A. Policy Statement: Sam-Haq Trust has a zero-tolerance policy towards gender-based discrimination and sexual harassment, and is committed to ensuring the safety and protection of Employees at the workplace; and shall take all necessary steps and measures to ensure that its Employees are not subject to any form of gender-based discrimination or sexual harassment at the workplace.

Sam-Haq Trust values each and every Employee and is determined to protect their dignity and self-respect, and in doing so, is committed to providing an environment free from sexual harassment (in any form) for all employees at workplace.

Sexual Harassment refers to unwelcome behavior that is personally offensive, weakens morale and interferes with efficiency. The Government of India enacted The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (herein referred to as 'the Act'). This Act is an extension of the Vishaka Guidelines issued by the Supreme Court of India in 1997. The Act provides protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

This Policy is intended for the prevention of gender-based discrimination or sexual harassment against Employees of Sam-Haq Trust and has been framed and formulated accordingly. This Policy has also been framed and formulated keeping in mind, and also is in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (the "POSH Act & Rules"). This Policy is in accordance with the POSH Act & Rules and applicable laws of India. Sam-Haq Trust believes in the equality of all persons, and therefore, the protections under this policy is available for the benefit of all employees.

This policy is binding on every Employee of Sam-Haq Trust (ref. to definition of employee under Section C below).

B. APPLICABILITY:

This Policy shall apply to all instances of Sexual Harassment which may take place against any Employee of Sam-Haq Trust:

(a) at any of the premises of Sam-Haq Trust, including every office or other premises where the work/activities of Sam-Haq Trust is conducted:

(b) at any place visited by the Employee of Sam-Haq Trust during the course of his/her Employment with Sam-Haq Trust (including in transportation arranged for/provided by Sam-Haq Trust in undertaking such journey);

(c) A dwelling place or house or rented accommodation like a hotel occupied during official visits;

(d) during any virtual communications or virtual meetings conducted between Employees of Sam-Haq Trust and/or between Employees of Sam-Haq Trust with third parties.

C. DEFINITIONS:

Capitalized terms and expressions used herein, but not specifically defined herein shall have the meaning ascribed to the term under the POSH Act & Rules:

1. **“Aggrieved Person”** means a person (employee) who alleges to have been subjected to any act of sexual harassment by the Respondent.
2. **“Employee”** means and includes any person employed at Sam-Haq Trust for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of Sam-Haq Trust, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied, directors, volunteers, staff, and consultants of Sam-Haq Trust, a co-worker, a contract worker, probationer, trainee, apprentice or called by any other name, and the term **“Employment”** shall be read and construed accordingly.
3. **Intern:** Any person (including non-Indians) who is studying (college/university), and has requested to extend help to Sam-Haq Trust, with an aim to complete an internship and achieve academic grades for the same, with or without any remuneration whatsoever.
4. **Volunteer:** Any person, who has chosen out of his/her own volition, to extend help to Sam-Haq Trust, without any remuneration whatsoever, and who has signed an application cum undertaking to always protect Sam-Haq Trust’s clients’ best interests during the period of his/her association with Sam-Haq Trust.
5. **Resource Person/Consultants:** Any person who has been hired by Sam-Haq Trust, after a formal meeting and agreement, to facilitate any training, educational, team-building or other activities.
6. **“Member”** means a member of the internal Complaints Committee.
7. **“Respondent”** means the person/s against whom the Aggrieved Person has made the complaint.
8. **“Senior Management”** shall mean the Board of Trustees and the Directors.
9. **“Sexual Harassment”** includes any one or more of the following:
 - (i) unwelcome acts or behavior (whether directly or by implication); (to be read with Annexure A.)
 - (ii) Physical contact and advances; and/or
 - (iii) A demand or request for sexual favors; and/or
 - (iv) Making sexually colored remarks; and/or

- (v) Showing pornography, engaging in sexual pranks, sexual teasing, sexual jokes, sending sexually demeaning or offensive pictures, cartoons or other materials through e-mail, SMS, MMS, etc., and/or
- (vi) Repeatedly requesting a person to socialize after office hours or continued expressions of sexual interest, against a person's wishes; and/or
- (vii) Gifting of objects which are sexually suggestive; and/or
- (viii) Eve-teasing/street harassment, using sexual innuendos, making sexual taunts or any such acts which intrude upon a person's privacy; and/or
- (ix) Creating an intimidating or offensive work environment; and/ or
- (x) Humiliating treatment likely to affect a person's health or safety; and/or
- (xi) Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature; and/or
- (xii) Any of the following circumstances if they occur or are present in relation to or connected with any act or behavior of a sexual nature:
 - (a) Implied or explicit promise of preferential treatment in employment against a sexual favor sought or received.
 - (b) Implied or explicit threat of detrimental treatment in employment.
 - (c) Implied or explicit threat about the person's present or future employment status.

Any of the above acts, behavior, or instances may take place in person or virtually.

"Workplace" includes the head office/branch office of Sam-Haq Trust, any other place where the Employee of Sam-Haq Trust visits in connection with his/her work arising out of his/her Employment,/contract with Sam-Haq Trust/volunteering with Sam-Haq Trust, virtual online communications or virtual meetings conducted between Employees of Sam-Haq Trust, and/or between Employees of Sam-Haq Trust with third parties, any mode of transport provided/ arranged by Sam-Haq Trust in the course of his/her Employment with Sam-Haq Trust and a dwelling place or house or rented accommodation like hotel occupied during official visits.

D. INSTANCES OF ACTS THAT WOULD CONSTITUTE SEXUAL HARASSMENT:

In addition to the instances mentioned in the definition of Sexual Harassment hereinabove, some of the instances of acts/conduct that would constitute "Sexual Harassment" are set out in "Annexure A" hereto. Please note that the same are only examples of some acts/conduct that would constitute Sexual Harassment and are not exclusive in nature. It is important to remember that though the intention of the Respondent may not be to offend or sexually harass the Aggrieved Person, the act or behavior will constitute "Sexual Harassment", if the Aggrieved Person feels offended or sexually harassed.

Sexual Harassment can occur in a variety of circumstances, including but not limited to the following:

- (i) The Respondent can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a subordinate or anyone else associated with Sam-Haq Trust;
- (ii) The victim does not have to be the person harassed but could be any other person (Aggrieved Person) affected by the offensive conduct;
- (iii) Sexual harassment may occur without economic injury to the aggrieved person;

E. COMPLIANCE WITH THE POLICY

All Employees are responsible for ensuring a workplace free of sexual harassment. Sam-Haq Trust forbids retaliation against anyone who has reported harassment or participated/been involved in an inquiry of sexual harassment. Each Employee of Sam-Haq Trust must recognize that such behavior not only violates the rules of a decent work environment and is a violation of Sam-Haq Trust's policy but is also forbidden under the law. It is Sam-Haq Trust's policy to investigate all reports or complaints of harassment thoroughly and promptly. If an investigation confirms that harassment has occurred, Sam-Haq Trust will take appropriate corrective action which may include termination. In case of Sexual Harassment by a third party (including at any place visited by the Employee of Sam-Haq Trust during the course of his/her Employment with Sam-Haq Trust (including in transportation arranged for/provided by Sam-Haq Trust in undertaking such journey), Sam-Haq Trust will support the Employee in taking all necessary and lawful steps as the Employee may deem fit and/or take all necessary action as it deems necessary, under the relevant law.

F. COMPLAINTS AND REDRESSAL OF COMPLAINTS:

1. INTERNAL COMPLAINTS COMMITTEE:

- (a) To ensure that the complaints of sexual harassment are dealt with appropriately, sensitively and expeditiously in a fair and transparent manner, Sam-Haq Trust has constituted an Internal Complaints Committee ("ICC") in accordance with the provisions of the POSH Act.
- (b) The current constitution of the ICC is mentioned in Annexure "B" of this Policy.
- (c) The members of the ICC shall hold office for a period of 3 (three) years from the date of their appointment; however, the Board of Trustees of Sam-Haq Trust shall be entitled to add, remove, replace or substitute all or any Member of the ICC, provided however such addition, removal, replacement or substitution is in accordance with the provisions of the POSH Act and Rules.
- (d) At all times, the ICC shall comprise of the following:
 - (i) The Presiding Officer shall be a woman Employed at a senior level in Sam-Haq Trust;
 - (ii) 2 (two) members shall be Employees committed to the cause of women and/or have legal knowledge;
 - (iii) 1 (one) external member shall be from amongst non-government organizations/associations committed to the cause of women or a person familiar to issues relating to sexual harassment.

At all times, at least one-half of the total number of members of the ICC shall be women.

(e) If any Member:

- (i) contravenes the provisions of this Policy; or
- (ii) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- (iii) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her; or
- (iv) has abused his/her position in the office, such Member shall be removed from the ICC.

If there is a complaint filed against any Member (including the Presiding Officer), till the time that the Complaint is disposed of, such Member shall temporarily cease to be a member of the ICC, and a new Member shall be appointed in his/ her place on a temporary basis. If, however, such Member is found guilty of Sexual Harassment, then such Member shall be removed from the ICC.

2. FILING OF A COMPLAINT

(a) An Aggrieved Person who feels that he/she is being sexually harassed directly or indirectly may file a complaint of Sexual Harassment in writing to the ICC, within 3 (three) months from the date of such incident, or in case of a series of incidents, within 3 (three) months from the date of the last incident. The complaint should contain all the relevant details concerning the alleged incident/s including but not limited to:

- Date & Time of the incident/incidences
- Location of the incident
- Name of the respondent and working relationship with the respondent
- Names of witnesses if any

(b) The ICC may condone any delay in filing of a complaint by the Aggrieved Person within the time period set out in sub-clause (a) above and extend the time limit by a period not exceeding three months, if the ICC is of the opinion that the circumstances were such that the Aggrieved Person was prevented from filing a complaint within the said period.

(c) The complaint may either be handed over physically by the Aggrieved Person to any of the Members of the ICC or may be sent by way of an e-mail to any of the Members of the ICC, at the email addresses set out in Annexure "B" hereto.

(d) The Aggrieved Person shall, if the complaint is being handed over physically, submit six copies of the complaint to the ICC together with supporting documents, if any, and names and addresses of witnesses, if any.

(e) Within 7 (seven) working days of receipt of the complaint from the Aggrieved Person, a copy of the complaint shall be sent by the ICC to the Respondent. The Respondent shall be entitled to file his reply to the complaint within a period of 10 (ten) working days from the receipt of the complaint by him/her.

(f) If the Aggrieved Person is unable to file a complaint on account of her physical incapacity, a complaint may be filed by:

- (i) her relative or friend, or
- (ii) her co-worker; or

- (iii) an officer for the National Commission for Women or State Women's Commission; or
 - (iv) a person who has knowledge of the incident, with the written consent of the Aggrieved Person.
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- (g) If the Aggrieved Person is unable to file a complaint on account of her mental incapacity, a complaint may be filed by:
 - (i) her relative or friend; or
 - (ii) a special educator; or
 - (iii) a qualified psychiatrist or psychologist; or
 - (iv) an officer of the National Commission for Women or State Women's Commission; or
 - (v) a person who has knowledge of the incident, jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care.
 - (h) Notwithstanding the provisions of sub-paragraphs (f) and (g), if the Aggrieved Person is unable to make a complaint, any other person who has knowledge of the incident may make the complaint, with the written consent of the Aggrieved Person.

3. CONCILIATION

- (a) Once the complaint is received by the ICC, at the request of the Aggrieved Person, prior to initiating an inquiry into the complaint, the ICC may take steps to settle the matter between the Aggrieved Person and the Respondent through conciliation. Please note that conciliation should be initiated only at the request of the Aggrieved Person and should not be suggested as a settlement by the ICC or the Employer.
- (b) Monetary settlement shall not be the basis of conciliation.
- (c) In case a settlement is arrived between the Aggrieved Person and the Respondent:
 - (i) the ICC shall record the settlement so arrived at and forward the same to the Senior Management for action to be taken based on the recommendations of the ICC;
 - (ii) the ICC shall provide copies of the settlement as recorded to the Aggrieved Person and the Respondent; and
 - (iii) No further inquiry shall be conducted in respect of the complaint in respect whereof a settlement has been arrived at.

Provided however, if the Aggrieved Person informs the ICC that any term or condition of the settlement has not been complied with by the Respondent, the ICC shall make an inquiry into the same or forward the complaint to the police, as the case may be.

4. INQUIRY AND INTERIM RELIEF

- (a) If (i) the Aggrieved Person decides not to request for a settlement, then upon receipt of the complaint, or (ii) if no settlement is arrived at between the Aggrieved Person and the Respondent within 2 (two) weeks from the date of receipt of the complaint, the ICC shall conduct an inquiry in the manner set out below.

- (b) The inquiry shall be conducted in accordance with the principles of natural justice, and both the Aggrieved Person and the Respondent shall be given a reasonable opportunity of being heard.
 - (c) Neither the Aggrieved Person nor the Respondent shall be entitled to any legal representation during the proceedings before the ICC.
 - (d) The ICC shall notify in writing to the Aggrieved Person & the Respondent, the time and dates on which the Aggrieved Person and the Respondent must be present before the ICC, and give the Aggrieved Person and the Respondent sufficient notice in this regard.
 - (e) The ICC shall be entitled during the pendency of an inquiry, at the request of the Aggrieved Person by way of interim relief, to recommend the following to be adopted by Sam-Haq Trust in respect of the Aggrieved Person:
 - (i) Grant paid leave to the Aggrieved Person up to a period of 3 (three) months; (ii) Transfer the Aggrieved Person to any other team, department or workplace of Sam-Haq Trust;
 - (iii) Restrain the Respondent from reporting on the performance of the Aggrieved Person;
 - (iv) Grant such other relief to the Aggrieved Person as may be prescribed under the applicable laws.
 - (f) If during the course of the inquiry, the Respondent or the Aggrieved Person fails without sufficient cause to present herself/himself for three consecutive hearings of the ICC, then the ICC shall be entitled to terminate the inquiry proceedings or give an ex Parte decision on the complaint.
 - (g) The findings of the ICC shall be shared with the Aggrieved Person and the Respondent, and thereafter the Aggrieved Person and the Respondent shall also be allowed to make their representations pursuant to the findings of the ICC. The ICC is bound to take into consideration the representations made by the Aggrieved Person and the Respondent before the ICC. If no representation is received from either the Aggrieved Person or the Respondent within a period of seven days from the date of ICC sharing its findings with the Aggrieved Person or the Respondent, then it shall be presumed that neither the Aggrieved Person nor the Respondent have any representations and the inquiry shall be completed by the ICC. If a representation is received from either the Aggrieved Person or the Respondent, then the ICC shall be entitled to call the Aggrieved Person and the Respondent for hearing in this regard. The ICC shall be entitled to amend its findings based on such representation/hearing.
 - (h) The ICC shall be vested with the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, when trying a suit, in the following matters: (i). Summoning and enforcing the attendance of any person and examining him/her on oath;
 - (ii). Requiring the discovery and production of documents;
 - (iii). Any other matter which may be prescribed.
- The inquiry shall be completed within a period of 90 (ninety) days from the date of the receipt of the Complaint.

5. **RECOMMENDATIONS OF THE ICC:**

The nature and extent of damage, hurt, loss, trauma caused by the incident or incidences of sexual harassment may be considered (along with other factors) by the ICC while deciding on the recommendations. The recommendations may thus vary accordingly.

- (a) Within 10 (ten) days of the completion of the inquiry, the ICC will formally record the result of the inquiry and forward its recommendation to the Senior Management of Sam-Haq Trust for appropriate action. The result of the inquiry shall also be shared by the ICC with the Aggrieved Person and the Respondent.
- (b) If the ICC finds that the allegations against the Respondent have not been proved, the ICC shall submit its findings in this regard to the Senior Management of Sam-Haq Trust and make a recommendation to Sam-Haq Trust that no action is required to be taken in the matter.
- (c) If the ICC finds that the allegations against the Respondent have been proved, the ICC shall submit its findings in this regard to the Senior Management of Sam-Haq Trust, and make a recommendation to the Senior Management of Sam-Haq Trust to take necessary action for sexual harassment in accordance with applicable law and/or such measures as it deems fit (including but not limited to any/all of the following measures):

- (i) Requiring the Respondent to submit a written apology; and/or
- (ii) issuance of a written warning, reprimand or censure to the Respondent by Sam-Haq Trust; and/or
- (iii) Withholding of the promotion of the Respondent by Sam-Haq Trust; and/or
- (iv) Withholding of the pay rise/ increments/ bonuses of the Respondent by Sam-Haq Trust; and/or
- (v) Requiring the Respondent to undergo compulsory and self-financed counselling and/or
- (vi) Requiring the Respondent to carry out community service; and/or (
- vii) Suspension of the services/ Employment of the Respondent; and/or
- (viii) Termination of the services/ Employment of the Respondent; and/or
- (ix) Deduction of such sums from the salary/ wages of the Respondent, as the ICC may consider appropriate to be paid to the Aggrieved Person; and/or
- (x) Such other action as the ICC may deem fit.

(d) For the purpose of determining the sums to be paid to the Aggrieved Person, the ICC shall have regard to:

- (i) the mental trauma, pain, suffering and emotional distress caused to the Aggrieved Person;
- (ii) the loss of career opportunity due to incident of sexual harassment;
- (iii) medical expenses incurred by the victim for physical or psychiatric treatment;
- (iv) the income and financial status of the Respondent; and
- (v) feasibility of such payment in lump sum or in instalments.

(e) It is clarified that if the ICC has arrived at a finding that the allegation against the Respondent is malicious or the Aggrieved Person has made the complaint knowing it to be false or has produced any forged or misleading document in the course of leading evidence, then the ICC shall be entitled to take appropriate action as it deems fit in this regard.

(f) It is clarified however that a mere inability to substantiate a complaint and to provide adequate proof need not attract action against the Complainant. The Senior Management shall act in accordance with the recommendations of the ICC within a period of 30 (thirty) days from the receipt of recommendations in this regard, and communicate the same to the ICC.

G. CONFIDENTIALITY

The members of the ICC understand the sensitive nature of the information being disclosed to them in their capacity as members of the ICC and shall ensure that the information is treated with sensitivity, confidentiality and care.

Any complaints or incidents reported under this Policy shall be treated with all possible care, sensitivity and discretion, and any information pertaining to the Complaint, its contents, the Aggrieved Person, Respondent, and the witnesses, their identities and addresses, the conciliation proceedings, if any, inquiry proceedings, and findings/recommendations of the ICC shall be kept confidential. Such information shall not be published, communicated or made known in any manner to the public, press or media.

H. APPEAL

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the POSH Act or Rules in accordance with applicable law.

I. WORKSHOPS/TRAINING ETC.

Sam-Haq Trust shall, at regular intervals, hold workshops to generate awareness regarding sexual harassment, this Policy, and the POSH Act. Additionally, Sam-Haq Trust shall also hold sensitization programs at regular intervals to sensitize Employees on gender-based discrimination and sexual harassment at the workplace and related issues.

J. AMENDMENTS/ VARIATIONS

Sam-Haq Trust shall be entitled to, from time to time, amend, vary and/or supplement the terms of this Policy, and all such amendments, variations and/or additions shall be in writing.

The provisions of this Policy are in addition to, and not in derogation of, the provisions of any law for the time being in force. Nothing in this Policy shall preclude/deem to preclude the Employee, the ICC and/or Sam-Haq Trust in taking such action/filing such proceedings/complaints, as it deems fit in accordance with applicable law before various regulatory authorities/tribunals/courts.

K. Obligations of Sam-Haq Trust

1. The management of Sam-Haq Trust shall provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
2. Display at any conspicuous place in the workplace, the penal consequences of sexual harassment, and the order constituting the Internal Committee.
3. Workshops and trainings at regular intervals for sensitizing the employees as well as educating them to build necessary perspective.
4. To provide all assistance and facilities necessary for the Internal Committee for dealing with the complaints and conducting the enquiry.
5. To provide all necessary support and assistance to the complainant woman, including support for initiating a legal action, if she desires.
6. Treat sexual harassment as misconduct and a completely non-negotiable matter.

(This Policy document is prepared as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ,and Honorable Supreme Court of India's guidelines in Vishaka & Others versus State of Rajasthan case.)



Mohd Tarique Qureshi

Managing Trustee,

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ANNEXURE A

INSTANCES OF ACTS/CONDUCT THAT WOULD CONSTITUTE SEXUAL HARASSMENT

Any of the following circumstances if they occur or are present in relation to or connected with any act or behavior of a sexual nature:

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threat about her present or future employment status.
- Interference with her work or creating an intimidating or offensive or hostile work environment for him/her.
- Humiliating treatment likely to affect his/her health or safety.
- Unwanted sexual advances or propositions to an Employee.
- Any demand or request for sexual Favors by an Employee from an Employee.
- Offering employment benefits to an Employee in exchange for sexual Favors.
- Leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters to an Employee or in the presence of another Employee either in person or virtually;
- Communications of a sexual nature to an Employee whether in physical copy or through electronic means such as email, telephone, online chats, messaging (WhatsApp or otherwise), on video call, (including suggestive, lewd or obscene letters, notes, invitations, messages, chats or comments).
- Physical conduct such as unwanted touching, physical contact, assault, impending or blocking movements of an Employee. Retaliating or threatening retaliation against an Employee after a negative response to sexual advances, or for reporting or threatening to report sexual harassment by such Employee.

- Eve-teasing.
- Unsavory remarks, whistling, staring, sexually slanted and obscene jokes, jokes causing or likely to cause awkwardness or embarrassment to an Employee.
- Subtle innuendos or open taunting regarding the physical appearance of an Employee or the Employee's body parts or shape.
- Gender based insults and/or sexist remarks.
- Making verbal sexual remarks or making sexual gestures or advances or indulging in exhibitionism in the presence of an Employee.
- Unwelcome sexual overtones to an Employee in any manner such as over telephone (obnoxious telephone call), virtual communication, and the like.
- Sexually explicit and derogatory statements or sexually colored remarks in the presence of or about an Employee, either in person or virtually.
- Making distasteful remarks of a sexual nature that disparages the character of an Employee.
- Joking and sniggering by one or more Employees that carry sexual undertones with a view to humiliate or embarrass an Employee;
- Doing any act, verbal, physical or otherwise with the intention of offending, humiliating an Employee.
- Molesting or intimidating an Employee, that a reasonable person would have known constituted an act of Sexual Harassment;
- Sending and/or displaying pornographic messages or content to or in the presence of a woman Employee, whether in physical, electronic or other form.
- Compromising invitation or forcible calling for a meeting/date of an Employee.
- Any act or conduct by a person in authority which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place hostile or intimidating to an Employee, only on the ground of sex.
- For the sake of abundant caution, it is clarified that any of the above instances may take place in person or virtually.

Annexure B

Composition of Internal Complaints Committee

S.No	Name	Designation	Email Address
1	Ms. Pallavi S Thakare	Presiding officer	Pallavithakare3@gmail.com
2	Mr. Nilesh Kamble	Member	Kamble.nilesh807@gmail.com
3	Mr. Shashikant Bhalerao	Member	Shashibhalerao1970@gmail.com
4	Ms. Ana Khan	External Member	Anak6495@gmail.com
5	Ms. Aaliya Rakiba	Member	Aliyarakiba123@gmail.com