

**Amended Provisions of Sexual Harassment Complaint & Redress Policy as approved by the 102<sup>nd</sup> Board meeting**

Title/Topics/ Clause	Current provision	Proposed changes/additions	Remarks
3(h) Sexual Harassment defined	Insult/harassment through any media, including letters, telephone/cellphone calls, SMS, notices, cartoons, writing of any kind having a sexual implication on any fixtures and furniture of any office, conference room, meeting room, classroom, washroom or any other facility in office premises;	Insult/harassment through any medium, including social media, letters, telephone/cellphone calls, SMS, notices, cartoons, writing of any kind having a sexual implication on any fixtures and furniture of any office, conference room, meeting room, classroom, washroom or any other facility in office premises;	
4.1 Composition of the Sexual Harassment Complaint & Redress Committee	The Committee shall consist of five (5) members of whom three (3) shall be external experts from related fields and two (2) shall be from within the organization. All external experts shall be women. The internal members shall comprise of TIB's Director, Finance & Administration and Head of Human Resource by virtue of their positions.	The Committee shall consist of five (5) members of whom three (3) shall be external experts from related fields and two (2) shall be from within the organization. All external experts shall be women. The internal members shall comprise of TIB's Director, Finance & Administration and Director, Civic Engagement by virtue of their positions. The Head of Human Resource shall be the Member Secretary without any voting rights.	
	The composition of the Committee will therefore be as follows: i) Convener (external, female) ii) Member (external, female) iii) Member (external, female) iv) Member (internal, Director-Finance and Admin) v. Member Secretary (internal, Senior Manager- HR) The Committee may, in consultation with EMT, co-opt any other staff from TIB if necessary and as appropriate.	The composition of the Committee will therefore be as follows: i) Convener (external, female) ii) Member (external, female) iii) Member (external, female) iv) Member (internal, Director-Finance and Admin) v) Member (internal, Director-Civic Engagement) vi) Member Secretary (internal, Senior Manager- HR, without voting right) The Committee may, in consultation with EMT, co-opt any other staff	



