

IC Meeting & Resolution

Trustea Sustainable Tea Foundation

Issue date – Mar 2025



Internal Committee (IC) – POSH (Prevention of Sexual Harassment)

Kolkata

Reporting Year: 2024

Date of Meeting: 5th March 2025

Name	Designation	Role in Committee	Contact Email
Dr. Antara Bera (Female)	Sr. Manager – Regen Agri	Presiding Officer	bera@trustea.org
Ms. Anandita Ray Mukherjee (Female)	Sr. Manager – System Assurance	Member	raymukherjee@trustea.org
Ms. Tasneem Ali (Female)	Field Officer – Bengal	Member	tasneem@trustea.org
Ms. Rimjhim Gogoi (Female)	Field Office – Assam	Member	gogoi@trustea.org
Mr. Avimanyu Kundu (Male)	Program Manager – Bengal	Member	kundu@trustea.org
Mr. Muktajyoti Baruah (Male)	Program Manager – Assam	Member	barua@trustea.org

The committee is constituted as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

POSH Committee Meeting Resolution

- **Meeting Held On:** 5th March 2025
- **Chairperson:** Dr. Antara Bera
- **Members Present:** All (Hybrid)

Agenda:

- Review of complaints received (if any)
- Status update on awareness/training sessions
- Reaffirmation of safe workplace commitment

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Resolution Summary:

- No incidents or complaints of sexual harassment were reported during the period (year 2024) under review.
- Committee noted the completion of awareness sessions for employees and new joiners.
- Reaffirmed the organization's zero-tolerance approach to harassment and commitment to a respectful, inclusive workplace.
- Agreed on the next internal training/refreshers session scheduled for September 2025.

Next Meeting Scheduled: 1st week of March 2026

Signed By:

Antara Bera

Dr. Antara Bera
On behalf of the Internal Committee
trustea Sustainable Tea Foundation
Date: 5th March 2025

DOC REVIEW RESULT:

REVIEWED BY: Anandita Ray Mukherjee

Revise Date: 28.02.2025

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APPROVED BY: Rajesh Bhuyan

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