XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX · Registered Office: XXXX XXXXXXX, XXXXXX - XXXXXX · Email: XXXX@XXXX.XXX

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS HELD ON XX.XX.XXXX AT XX:XX XX

Constitution of the Internal Committee under the POSH Act

"RESOLVED THAT pursuant to section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules made under it, an Internal Committee be and is hereby constituted for the Company's office(s) at XXXX XXXXXXX, with the following members, for a term of XX years from XX.XX.XXXX:

Role	Name	Designation	Contact
Presiding Officer	XXXX XXXXXXX	XXXX XXXXXXX	XXXXXXXXXX
Member (employee)	XXXX XXXXXXX	XXXX XXXXXXX	XXXXXXXXXX
Member (employee)	XXXX XXXXXXX	XXXX XXXXXXX	XXXXXXXXXX
External member	XXXX XXXXXXX	XXXX XXXXXXX *NGO / association*	XXXXXXXXXX

RESOLVED FURTHER THAT the names and contact details of the members be displayed at a conspicuous place in the workplace, the Company's policy on prevention of sexual harassment be circulated to all employees, and the Committee's annual report be obtained and the information be included in the Board's report.

RESOLVED FURTHER THAT Mr / Ms XXXX XXXXXXX, Director (DIN: XXXXXXXX), be and is hereby authorised to issue the letters of appointment and to do all acts necessary to give effect to this resolution."

Certified true copy · For **XXXX XXXXXXX PRIVATE LIMITED**

(Signature) _____ **XXXX XXXXXXX** - Director, DIN: XXXXXXXX · Place: XXXXXX · Date: XX.XX.XXXX