

From  
Ms.XXXXXXXXXX(Complaining person)  
SCTIMST

To  
The Chairperson  
Internal Complaints Committee,  
SCTIMST

Sub: complaint of sexual harassment

Dear Madam,

I am writing this letter to inform you about a harassment in the workplace by a co-worker in the premises of the Institute, While I was on duty.

[when the event happened] On the last Friday (28<sup>th</sup> May 2010) when I was coming to my room from ground floor in the lift at about 11.20 am, this person also joined with me in the lift from the same floor [where the event happened]. I pressed the 3<sup>rd</sup> floor and he asked me to press for the 2<sup>nd</sup> floor.

[detailed description of what happened]. When the lift started moving he came close to me and held my hand and invited me to his home for dinner. I was looking at the cell phone and did not immediately see him step closer to me and so could not stop him or get out of the lift as it was moving. It first stopped on the first floor and within a few seconds the lift reached the 2<sup>nd</sup> floor and the man went out. After this incident I shared my experience with a few senior people (mention names) and my reporting head, and found that no steps have been taken to reprimand this man [reaction of supervisory officers]. One of my friend told me to write a complaint to sexual harassment committee. I can identify the person, and also the place of work, but do not know his name or his designation.[identity of perpetrator].

I request you to kindly look into this matter and take necessary action[Request for action].

Thanking you,

Yours sincerely,

(sd)