

Brief Scope of services under PoSH 2013

1) Contents for awareness training:

Contents

- What is Sexual Harassment
 - Definition of sexual harassment
 - Learning the different types of sexual harassment
 - Identifying sexual harassment
 - Quid Pro Quo – meaning with examples
 - Dealing with Sexual Harassment
- Highlights of “POSH” (Prevention of Sexual Harassment) Act 2013
 - Definition of “employee” “Employer” and “Workplace” under “POSH”
 - Circumstances Considered as Sexual Harassment
 - Consequences of Non compliance of the act
- Circumstances considered as “Sexual Harassment”
- Duties of employer
- Role of Internal Complaint Committee (ICC)
- Reporting and resolving complaints mechanism
- Open session and Q&A

2) Contents for Training to ICC

- What is Sexual Harassment
 - Definition of sexual harassment] } brief and basic overview
 - Learning the different types of sexual harassment]
 - Quid Pro Quo – meaning with examples]
- Highlights of “POSH” (Prevention of Sexual Harassment) Act 2013
 - Definition of “employee” “Employer” and “Workplace” under “POSH”
 - Consequences of Non compliance of the act
- **Circumstances considered as “Sexual Harassment”**
- **Duties and obligations of employer**
- **Role of Internal Complaint Committee (ICC)**
 - **Obligation under PoSH 2013 (as amended in 2017)**
 - **Understanding difference between Sexual harassment and Non-Sexual harassment**
 - **Role and responsibilities of ICC**
 - **Powers to ICC**
 - **Mechanism to handle complaint under PoSH**
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3) Services as External member

- a. Provide hand-holding support to IC for implementation of PoSH
- b. Assist the IC in conducting the Inquiry if/when there is a complaint
- c. Support IC in conducting inquiry in an unbiased manner
- d. Provide advisory on compliance to the PoSH Act, 2013.
- e. Support creating healthy, harmonious and comfortable workplace in case of sexual harassment incidents.
- f. Help designing report templates for compliance
- g. Provide highlights on obligations and penalties for non-compliance
- h. Develop Do’s and Don’ts for smooth implementation of PoSH 2013