



PART A

POSH POLICY AND COMPLIANCE REGARDING INTERNAL COMMITTEE (IC)

1.POSH policy drafted and adopted

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2.Policy circulated to all employees (including interns/contract staff).

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3.Policy displayed prominently at workplace (including on the digital platforms).

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4.Policy covers remote/virtual work environments.

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5.Internal Committee (IC) constituted at each office/unit.

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6.IC has a minimum of 4 members.

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7.At least 50% of IC members are women.

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8.Presiding Officer (senior woman employee) appointed.

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9.Qualified External member included.

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YES



NO

PART B SUPPORT TO AGGRIEVED WOMAN



1. Multiple complaint channels available (email, written, online, complaint box, etc.)

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2. Complaints acknowledged within 7 days.

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3. Confidentiality maintained during inquiry.

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4. Interim relief provided, when requested by aggrieved woman.

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5. No retaliation against complainant/witnesses.

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6. Counselling/legal aid support provided, if required/sought.

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PART C AWARENESS AND TRAINING

1. IC members trained on complaint handling

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2. POSH awareness sessions conducted regularly for sensitising employees.

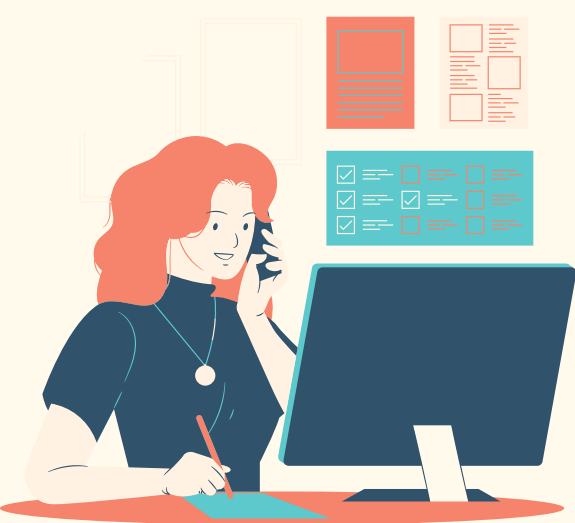
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YES



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PART D

EMPLOYERS RESPONSIBILITY

1. Inquiry completed within 90 days.

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2. Employer has taken action on the report of IC within 60 days.

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3. Records of complaints/Inquiries maintained securely.

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4. Safe working environment ensured (physical & digital)

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5. IC submits annual report to employer/District Officer.

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6. Employer includes POSH compliance in annual report/filing.

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7. Disciplinary action taken in cases of proven misconduct

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8. Regular audits of POSH compliance conducted

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YES



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PART E

SEXUAL HARASSMENT ELECTRONIC BOX (SHE-BOX)

([HTTPS://SHEBOX.WCD.GOV.IN/](https://shebox.wcd.gov.in/))

ON-BOARDING

1. Organisation has designated Nodal Officer for SHe- Box portal

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2. Organisation has updated Nodal Officers' details of all field offices/administrative units having more than ten employees on SHe-Box portal

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3. IC details of Head office and all other offices uploaded on SHe-Box portal.

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4. Annual Report uploaded on the SHe-Box portal.

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YES

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NO

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