

# FREE POSH COMPLIANCE CHECKLIST

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## What is a POSH Compliance Checklist?

**A POSH compliance checklist helps organizations ensure they meet all legal requirements under the POSH Act, including policy implementation, ICC formation, employee training, and complaint handling procedures.**

Ensure your organization meets all requirements under the POSH Act, 2013. Use this checklist to identify compliance gaps and take corrective action.

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### **1. POLICY & DOCUMENTATION**

- Do you have a written POSH policy in place?
  - Is the policy compliant with the POSH Act, 2013?
  - Is the policy communicated to all employees?
  - Is the policy easily accessible (intranet, handbook, etc.)?
  - Does the policy define sexual harassment clearly?
  - Does it include reporting procedures and timelines?
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### **2. INTERNAL COMMITTEE (ICC)**

- Has an Internal Complaints Committee (ICC) been formed?
  - Does the ICC include a Presiding Officer (female employee)?
  - Are at least 2 members committed to employee welfare?
  - Is an external member appointed (legal/NGO expert)?
  - Are ICC roles and responsibilities clearly defined?
  - Is the ICC accessible to employees?
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### **3. TRAINING & AWARENESS**

- Have POSH awareness sessions been conducted?
- Are new employees trained during onboarding?
- Are periodic refresher trainings conducted?
- Are managers trained on handling complaints?
- Is training documented and recorded?

#### **4. COMPLAINT HANDLING & REDRESSAL**

- Is there a clear complaint submission process?
  - Are complaints handled within defined timelines?
  - Is confidentiality maintained throughout the process?
  - Are proper inquiry procedures followed?
  - Are outcomes documented and communicated?
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#### **5. RECORDS & REPORTING**




- Are complaint records maintained securely?
  - Is an annual POSH report prepared?
  - Are reports submitted to relevant authorities (if required)?
  - Are compliance records audit-ready?
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#### **6. WORKPLACE COVERAGE**

- Does your policy cover remote and hybrid workplaces?
  - Are third-party employees (vendors, consultants) included?
  - Are all office locations covered under the policy?
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#### **7. COMPLIANCE STATUS CHECK**

##### **Score Yourself:**

-  25+ checks → Fully Compliant
  -  15–24 checks → Partially Compliant
  -  Below 15 → High Risk (Immediate Action Needed)
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##### **Not Fully Compliant? We Can Help.**

Get expert assistance with:

- POSH policy drafting
- ICC formation
- Training & audits

 **To book a Free POSH Consultation: [Write to us NOW!](#)**

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