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JANUARY - 2025, VOLUME: I

ADC of Gurugram

Notice and checklist under POSH Act for all
Govt. & Non. Govt. Organizations, Companies,
Hospitals, Schools in Gurugram

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LABOUR LAWS

Authority

Office of the Additional District Commissioner, Gurugram

Circular Date

Dec 12, 2024

Circular Number

NA

Effective Date

Dec 12, 2024

“OFFICE OF THE ADDITIONAL DISTRICT COMMISSIONER, GURUGRAM - NOTICE AND CHECKLIST UNDER POSH ACT FOR ALL GOVT. & NON. GOVT. ORGANIZATIONS, COMPANIES, HOSPITALS, SCHOOLS IN GURUGRAM”

Applicability:

Applicable to all workplaces, including private and public organizations, educational institutions, hospitals, NGOs, and unorganized sectors. It covers all employees, vendors, and visitors, mandating employers to establish an Internal Committee, implement policies, and ensure compliance. Non-compliance may lead to fines and penalties

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (PoSH Act), aims to ensure a safe and inclusive environment for women at the workplace. In accordance with the Act, it is mandatory for organizations to establish an Internal Committee (IC) and submit an annual compliance report to the District Officer. This newsletter outlines key compliance requirements to help organizations adhere to the law and foster a gender-sensitive workplace.

Mandatory Internal Committee (IC) Formation

- Organizations are legally required to constitute an Internal Committee (IC).
- Submit an Annual Compliance Report for the year 2024 (1 Jan–31 Dec) to the District Officer.

Workplace Policies

- Formulate and implement a robust PoSH policy to prevent, prohibit, and redress sexual harassment.
- Clearly specify sexual harassment as misconduct in employment contracts or service rules.

Display of Notices

- Display anti-harassment policies and details of IC members at prominent workplace locations in Hindi, English, and regional languages.

Employee Awareness and Training

- Organize workshops, awareness sessions, and e-learning modules regularly to sensitize employees.



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- Ensure training covers all employees, including contractual and outsourced staff.

Internal Committee Compliance

- Ensure the IC is constituted with the requisite number of members, including a senior woman as Presiding Officer and an external expert.
- Conduct orientation and capacity-building programs for IC members.

Assistance to Victims

- Provide support to victims in navigating complaints processes and dealing with psychological impacts.
- Facilitate filing criminal complaints with law enforcement, if necessary.

Compliance Monitoring

Monitor the implementation of IC recommendations and maintain adherence to timelines and procedures for complaint resolution.

Reporting Obligations

IC must submit an annual report containing details such as:

- Number of complaints received, resolved, or pending.
- Awareness programs conducted.
- Actions taken by the employer or District Officer.
- Include compliance details in the organization's annual report as per the Companies (Accounts) Rules, 2014.

Penalty for Non-Compliance

Non-compliance with the provisions of the PoSH Act can attract penalties, including fines, as specified under the Act.

SOURCE: [Click Here for more details](#)



Head Quarters:

Vasudha, 2nd Floor, No. 2, 38th Main Rd,
Rose Garden, JP Nagar Phase 6, J. P. Nagar,
Bengaluru, Karnataka 560078

Ph: 080 41673023

Email: info@ricago.com

Website: www.ricago.com

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